

H C N C

HISTORIC CULTURAL NEIGHBORHOOD COUNCIL

REGULAR BOARD MEETING Minutes

Thursday, October 16, 2003, 7:30 p.m.

Hellman Quon Building,

125 Paseo de la Plaza (adjacent to Pico House), El Pueblo

Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters within the Board's jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Members of the public who wish to speak are requested to fill out a Speaker's Card and submit it to the Secretary. The Agenda is posted for public review at Bloom's General Store at 716 Traction Ave, Chinatown Public Library 39 N Hill St., La Luz del Dia at 107 Paseo de la Plaza, Little Tokyo Koban , 307 E. 1st Street, Solano Elementary School at 615 Solano Ave., Eastside Market at 1013 Alpine St. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Senior Project Coordinator, Michele S. Cuevas at (323) 224-2313 or e-mail to mcuevas@mailbox.lacity.org.

1. Call to Order

Peter Woo called the meeting to order and said a few words. Alicia Brown said a few words about the Hellman Quon Building and the Olvera Street model and Howard Fink said a few words about the Hellman Quon Building. Went to public comments until quorum was reached.

Board Members Present: Mary Amason, Kim Benjamin, Alicia Brown, Albert Domasin, D Ehrler, H Fink, S Guerrero, L Ito-Wong, J Jerald, A Kumamoto, J Schutz, JL Sedano, A SooHoo, Linda Wang, C Woo, P Woo, D Young. Note from HF: Howard Fink is a member of **Las Angelitas del Pueblo**. (note spelling)

2. Approval of minutes of 7/31/03 and 8/5/03 and 9/13/03

Motion to approve the minutes (Kim B, John Schutz)

No Discussion

Vote: Unanimous Motion carries. Minutes approved.

3. Public Comment

Shaojiane Lue: Grandview Manor - Elderly citizens - would like to resolve the problem of transportation. They have provided several public buses from Chinatown, taking passengers to Grandview Manor. They are number 2, 4, 60 bus lines and at the present only line 2, which takes passengers from Chinatown to Grandview Manor, is running and this is greatly inconveniencing our tenants. Lines 3 and 4, even though they pass the building do not stop. So we are making a request for lines 3 and 4 to stop at our building because there is already a bus stop for the other lines. This arrangement is very unfair. And all the residents at Grandview Manor are elderly and need the public transportation and catching a bus is very difficult for us. There are 500 to 600 elderly people who reside at Grandview Manor. We have gathered a petition of all our residents and would like to submit it to the HCNC.

Jeang Chung Yee: I agree with the first speaker and would like to see this addressed at the next senior forum.

Summary of General Discussion regarding bus lines to Grand Manor and seniors and public transportation in general:

1. Arrange for free bus transportation at future meetings for seniors and youths to attend and be returned from meetings - Council offices can assist us with free busses for at least half or more of the meetings.
2. Another alternative: have the HCNC allocate funds to arrange for transportation from and back to at least 4 locations throughout the HCNC areas for half or more meetings.
3. Have at least 2 or 3 of the HCNC meetings held at various senior housing projects throughout the HCNC that can and will accommodate the meeting, but with special emphasis on Little Tokyo, Chinatown and Solano Canyon.

4. Discussion and Action: Nomination of new board members to fill vacant seat in Solano Canyon (Alicia Brown)

Motion to accept Nick Constantini to be confirmed (Alicia Brown, Danny Young)

General Discussion

Vote: Unanimous. Motion passed. Nick Constantini is confirmed on the Board.

5. Discussion: Procedure(s) to add items to and set agendas (Peter Woo, DONE)

Motion to table until next month since DONE representative is not present. (Dominic Ehrler, Charlie Woo)

Vote: Unanimous Motion passed.

Motion to untable item 5 since DONE representative is here (Charlie Woo, Howard Fink)

Vote: Unanimous Motion passes

DONE (represented by Michele Cuevas) said we could either leave in place our procedure of the Chairman setting the agenda, form an agenda committee, or put an agenda item on the agenda for future agenda items.

Discussion - no action deemed necessary

6. Discussion: Procedures to distribute minutes, agendas and related HCNC materials to Board Members and the public (Dominic Ehrler)

Per Dominic we have made progress and set up a system to facilitate getting the notice out. We're now posting 7 days before the meeting and the emails go out the same day as the posting, as does the us mail to people on the mailing list (anyone who needs us mail can put their name on the mailing list and Dominic will maintain).

Public Comment: Tom Minkler: is there a procedure for the public getting the agenda for both the board meeting and the committee meetings. Can there be an email list?

Per Jonathan: Can do a stakeholder email list for the agenda. Doesn't know about the prelim-minutes, will check with DONE. Also Mr. Minkler will be trained to run the website and we will be able to post the agendas on the website.

7. Report: Proposed Second Senior Forum (Peter Woo)

Several board members were involved in the first senior forum and at the requests of the seniors we want to hold a second one in early winter in Little Tokyo. Need support from Little Tokyo's representatives to help put this together plus the whole board should support this. I want the board to approve a budget of \$1,000 for the Second Senior Forum.

Motion to approve a budget of \$1,000 for the Second Senior Forum in November or December because the First Senior Forum went so well and to also officially endorse the Senior Forum (Jonathan Jerald, Kim Benjamin)

General Discussion

Vote: Unanimous Motion passes

8. Report: Budget HCNC budget items reported for 2003-2004 city budget

Survey has been done and been summed up with key items such as homelessness, low cost housing, affordable housing etc. Report attached.

9. Report: Budget status and proposals (Howard Nishimura)

Howard Nishimura couldn't be present so tabled until next meeting.

10. Report: Scope of possible board action with regard to change of board member representation status (DONE)

DONE (represented by Michele Cuevas) is suggesting that the HCNC entertain a bylaw change that would make it necessary for the stakeholder to maintain their status to stay on the board and to have a notification time for notifying the board when their status changes.

Action: Jonathan to report to the board next month after conferring with DONE.

11. Discussion and Action: Proposed top five action issues and a plan for implementation (Kim Benjamin)

Report attached. General discussion of report.

Peter Woo suggests board reviews document until next meeting.

Motion to accept the concept of this document and discuss further at the next board meeting. (Alan Kumamoto, Alicia Brown)

Vote: Unanimous. Motion passes

12. Report: Status of elections plans and announcement regarding third party election supervision and monitoring (Jose-Luis Sedano)

Updated Elections Procedures Template is attached. All changes are in bold. The original template dated a year ago is also attached.

13. Discussion and Action: proposed resolution in support of planned changes to LAX (Peter Woo)

Tabled until next meeting due to time constraint.

14. Discussion and Action: Election location and date

January 13th is the proposed date for the Election and we have two locations for the

election, The Pico House in El Pueblo and the Alpine Rec Center in Chinatown. Both locations meet all criteria for election location. A general discussion ensued and many felt that the site should be rotated among various districts. It was suggested that each district have their own voting site simultaneously. JL said that such an election would be nearly impossible to manage. It was mentioned that DONE and the City of LA will provide adequate transportation to get people to the site. K Benjamin suggested that in order to insure rotation that the next 2 sites be considered and motioned as follows.

Motion to have the HCNC election at the Pico House in El Pueblo and that the next annual election take place in the Arts District or Little Tokyo. (Kim Benjamin, John Schutz).

General Discussion: Will vote on date of election at next meeting since if the board wants the election later than January 30th the board must amend the by laws. The possibility of a by law change will be added to next month's agenda.

Vote: Unanimous. Motion passes.

15. Report, Discussion and Action: Enforcement clause in the By Laws relating to Board Member Absences.

Al SooHoo gave Ehrler & Jerald a letter explaining his absences. General discussion. No action taken.

16. Other items

Cathay Manor: HCNC received a letter from residents complaining about conditions.

Michele Cuevas: 3rd Congress of Neighborhoods, Nov 1st, Saturday for ½ day. Can register on their website: www.lacity.com <<http://www.lacity.com>>. Asking the HCNC to appoint a representative to the Election working group at the Congress of Neighborhoods, would be good to appoint someone who was part of the original election process.

Howard Fink: Last meeting 2 new members were elected and this meeting another new person was elected but no mention was made of the terms.

Peter Woo: they will be set after the drawing of the term lottery. Better to set rules before the lottery so there is no bias.

Jose Louis Sedano: will finalize procedures before next meeting.

We are publishing the announcement that we will vote on by law changes as required by the election committee and by law changes regarding board member absences at the next board meeting.

17. Adjournment

Attachments: as stated

IN RE: ITEM 8: Report: HCNC Budget items reported for 2003-2004 City Budget

COUNCIL OFFICERS
Peter Woo, President
Kim Benjamin, 1st Vice President
Alicia Brown, 2nd Vice President
Jose-Luis Sedano, 3rd Vice President
Mamie Hong, 4th Vice President
Dominic Ehrler, Secretary
Howard Nishimura, Treasurer
Jonathan Jerald, Historian

Historic Cultural Neighborhood Council



HISTORIC CULTURAL
NEIGHBORHOOD
COUNCIL
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Los Angeles, CA 90012
213 617 1353
213 687 9951 (fax)
HCNCXC@onebox.com

Arts District, Chinatown, El Pueblo, Little Tokyo, Solano Canyon, Victor Heights

September 29, 2003

Results of Budget Survey

As per the requirements specified by the City Budget Process 2003, 2004, the following items emerged, in order of significance, as the top five budget priorities for the Historic Cultural Neighborhood Council:

- PRIORITY:** Reducing the number of homeless in Little Tokyo, Chinatown, El Pueblo and the Arts District
JUSTIFICATION: Increasing numbers and visibility of homeless have an adverse impact on the local economies by discouraging visitors, tourists and shoppers.
- PRIORITY:** Increase the availability of low income/affordable housing in the Arts District, Little Tokyo and Chinatown
JUSTIFICATION: Increasing downtown population pressure is forcing out low and low-middle income residents whose presence are vital to the downtown economy.
- PRIORITY:** Improve trash removal and street cleaning in Arts District, Little Tokyo, El Pueblo, Chinatown
JUSTIFICATION: keeping these neighborhoods neat and clean is essential to encourage the visitors, tourists and shoppers whose presence are the most important and vital factor in the local economies and to provide clean and healthy environment for residents.
- PRIORITY:** Provide funds to support further development of the Chinese-American Museum and the Siqueiros Mural in El Pueblo, the birthplace of Los Angeles
JUSTIFICATION: This tourists attractions have the potential of significantly increasing tourism to El Pueblo and Chinatown if they can be properly restored, staffed and promoted
- PRIORITY:** Provide adequate funding to increase the number of bus shelters throughout all six of the downtown communities that comprise the HCNC.
JUSTIFICATION: Increasing the comfort and availability of public transportation will encourage greater ridership.

SEE ITEM 11: Proposed Action Items for each community:

Proposed action items for the HCNC for 2004/5

- 1) Propose a Motion to City Council to create **Parking Improvement Districts (PID's)** for communities:
 - a) Reduce hourly meter rates in all communities to .25 cents per hour and maximum hours to be used by one party to 3 hours.
 - b) Asymmetrical traffic pattern program to create additional parking at peak hours.
 - c) Propose that city owned parking lots in the communities be open to public use for 2 hours free parking on Friday/Saturday/Sundays.
- 2) Propose a CRA or city sponsored (with DOT and where appropriate MTA support) for a **Street and Business/Property Improvement Program (SBPIP)** to:
 - a) Plant 1000 new trees with covered tree wells, trees to be of an appropriate nature in each community along with pedestrian benches and related street art.
 - b) Red brick the major cross walks and in Chinatown red brick all sidewalks on Broadway and Hill and the connector streets in between, i.e., College, Alpine, Bernard, Ord.
 - c) Install new historically significant lights, both street and pedestrian, in all communities.
 - d) Secure city and other funding to have all bathrooms and entry ways, and signs to same, in restaurants rehabbed anew; paint all buildings on all major retail and business streets within our communities; create better signal and connectivity between our communities and the major museums and event areas within same.
- 3) **Support all mixed use or housing projects (SMHP)** that utilize 80% market and 20% affordable or senior mix, with a special eye on preserving the existing stock of affordable housing by capping annual increases on rental charges to existing tenants to a reasonable level a year over existing rates paid by said tenants. When these tenants move out units go to market rate.
- 4) More and **Improved Public Transportation and access (IPT)** to same including covered bus stops, better signage and more locations of dash lines, and the connectivity within our communities to each other.
- 5) **Parker Center II**, support the project as presented in its modified version, and support the relocation of the jail component back to the original site it was on at Parker Center I, and relocate the other undesirable aspects elsewhere while maintaining the best of the project for our communities. Specifically support the use of some of the 10 acre site at first and Alameda for housing, retail, public parking, open space, and possible housing and Community center or related uses, i.e., the Community Center and Gym in Little Tokyo area.
- 6) Support the **East Side Train Line (ESTL)**.

IN RE: ITEM 12: Status of election plans and announcement regarding third party supervision and monitoring:

Revised Election Template:

Elections Procedures Template

- Before beginning to formulate your Elections Procedures, DONE recommends that you complete the reference worksheet entitled “Drafting your Election Procedures”. There are several questions that will help you to decide what information you need to include in your procedures.
- Your Elections Procedures should be written in conjunction with your Certified Bylaws making sure that all wording used is consistent with information that is listed in your Bylaws.
- Use this template as a guide. Many items contain optional information that you may not need to include in your procedures. There is no need to include any heading or subheading in your procedures from this template that is not consistent with or is in violation of your Bylaws.
- Although many items are listed line by line, once you have identified the items that you would like to use, you may wish to format your procedures in paragraph form as opposed to using individual lines of information.
- Be sure to clearly label each section of your procedures with a Heading or Subheading. As well as making sure to number each page.
- Once completed, you must gain DONE approval before proceeding. DONE will review your procedures for consistency with your bylaws and consider any advisories from the Office of the City Attorney that were approved during your Neighborhood Council certification hearing.

(Revised 4/5/03)

ELECTION COMMITTEE

Introduction:

In preparation for the coming election, the Interim Board/Governing Board shall appoint a committee to oversee the election process.

The Elections Committee (“The Committee”) shall be established at least **180** business/calendar days prior to the Election.

The HCNC shall hold its Election in the same month each year following the first initial Election **in keeping with. HCNC Bylaws** Elections shall be in **January of each year.**

Elections Procedures shall be reviewed prior to each scheduled Election by the Governing Board, or the Formation/Interim Committee for the initial election, and submitted to DONE for approval no later than 90 days prior to the Election. The NC Board’s review will occur at a public meeting that has been noticed in accord with the Brown Act.

Election Day:

The date of the upcoming Election is **Tuesday January 13, 2004** The Election will take place at _____, during the hours of **8:30 am and 7:30 pm.**

Composition:

The Election Committee shall be comprised of

Any and all stakeholders who are not applying as candidates to the Governing Board.

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to NC elections including, but not limited to...

- designating the date, time and location of the Election in compliance with the NC Bylaws.
- preparing and distributing all candidate information.
- overseeing eligibility and verification of all Stakeholders and candidates.
- overseeing notification and outreach of the Election and all processes connected with the Election to the community.
- contacting and coordinating third party administration of the Election as is necessary.
- preparing or working with DONE to prepare all materials needed for the Election.

- 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.)

Contacts:

For information on the current HCNC Election, contact **Tom Soong 323.224.2321**

- *List the name(s), phone number(s), email(s), website(s), fax number(s), and any appropriate addresses of approximately one to three persons who may be contacted for questions about any aspect of the Election Process.*

NEUTRAL 3rd PARTY

There are a number of groups and agencies that will be considered for selection as a Neutral 3rd Party by the Elections Committee and approved by DONE. The 3rd Party shall be used to assist with the election process.

The Neutral 3rd Party shall be responsible for overseeing the administration of the Election Process, the facilitation of any Candidate Forums, training volunteers, monitoring the election process on Election Day, tallying votes, arbitrating disputes, resolving challenges, recounting votes if necessary, and verifying elections results.

NC STAKEHOLDERS

Stakeholder Definition:

- *List information as it appears in your Bylaws*

Outreach to Stakeholders:

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Election proceedings and to the best extent possible, have an opportunity to participate.

To the extent possible, materials will be produced and distributed in the multiple languages of **English, Chinese, Japanese, Spanish and others as needed.**

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

- Notices of pertinent Election information will be placed at each of the NC designated Posting Locations **forty five 45** calendar days prior to the Election.
- Two Mass distributions, provided by DONE, will be made to all addresses within the entire NC boundary area using a walking distribution service **fifteen (15)** calendar days prior to the Election. The first distribution will

seek candidate nominations and the second will be an Election Day reminder.

- Announcements and flyers will be provided and packaged for distribution **thirty (30)** calendar days prior to the Election to ...
Media, Schools, Senior Centers, Churches, Businesses, Libraries, Non-Profits, Neighborhood Groups, City Service Agencies...
- Phone banking **ten (10)** calendar days prior to the Election.

Targeted Outreach:

Based on demographics and/or the determination by the Board of Neighborhood Commissioners, specific outreach will be directed at those stakeholder groups that have a high percentage rate within the NC boundaries.

These groups include **seniors, youth, residents, business owners, church and temple faithful, employees etc.**

The Committee shall use the following methods to outreach to targeted groups of stakeholders.

Based on the high concentration of stakeholders who speak **English, Chinese, Japanese, Spanish. all literature will be written in English, Chinese, Japanese, Spanish.**

CANDIDACY

Candidacy Requirements:

The HCNC Governing Board consists of **32** elected positions and **1** appointed/selected positions.

All Stakeholders may run for up to one (1) position(s) on the Governing Board.

All Stakeholders who wish to run for a position on the Governing Board must complete a Candidate Filing Form.

The Candidate Filing Form shall serve as written acceptance of a Stakeholders desire to run for a position on the Governing Board.

Candidate Filing Forms must be completed and submitted to **DONE** at least _____ business/calendar days prior to the scheduled Election. (*Note: Factor in the amount of time it will take to review the forms, then create and duplicate the ballot*).

Candidate Filing Forms and other Election information may be obtained from:

- NC Contact
Name, Phone, Email, and Fax...

- Department of Neighborhood Empowerment
PC Contact, Address, Phone, Fax, Email...
- NC Website
- _____

All Elected Board Members will be asked to sign an investment/business/financial City of Los Angeles Ethics Commission Conflict of Interest disclosure statement.

Candidate Recruitment:

In addition to the candidates that may result from the general and targeted outreach that will be used to enlist stakeholder participation as voters and candidates, the Elections Committee shall attempt to identify at least one candidate for each Governing Board position.

The Elections Committee shall work with the Outreach Committee to assure that Elections information is distributed to areas that represent high numbers of stakeholders such as schools, businesses, non-profits, homeowner associations, apartment complexes, etc...

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive the following information:

- NC Bylaws
- Map of NC Boundaries/Map of NC Boundaries and Regions/Districts
- NC Election Procedures
- Los Angeles City Charter Section 900
- Plan for a Citywide System of Neighborhood Councils
- Conflict of Interest Statement Information
- Any additional information that may be pertinent to the election process.

The Elections Committee will have **several Chinese, Japanese, Spanish copies as reference** of all the above information in a binder that is made available at all meetings for any potential candidate to read, prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

All Stakeholders within the NC boundary are eligible **to run for one** position on the Governing Board.

Stakeholders between the ages of **14 and 18 on election day** are eligible to apply for a position as a youth representative **on the HCNC**.

Stakeholders **65** years of age or older are eligible to apply for a position as a seniors representative.

Stakeholders who own, operate, manage, maintain a business within the HCNC boundary area are eligible to apply for a position as a business representative.

Stakeholders who **are members**, operate, manage, maintain or who are employed at a community group non-profit agency **and or** within the HCNC boundary area are eligible to apply for a position as a non-profit representative.

Stakeholders * who are employed at (list name of specific entity/agency/organization/institution) within the NC boundary area are eligible to apply for the **employee representative** position. Candidates chosen to represent this entity shall be required to submit written documentation on letterhead from the appropriate entity that states they do indeed have the authority to represent this entity on the NC Governing Board.

- *Use only those distinctions that apply to your NC and include any additional lines of criteria that may apply based on the positions listed in your Bylaws.*

Officers (President, Vice-President, Chairperson, Co-Chairperson, Vice-Chairperson, Secretary, Treasurer, * for the Board shall be elected at large by Stakeholders as one of the positions on the Election Ballot.

Verification:

The Elections Committee shall review each and every Candidate Filing Form to verify that the individual meets the Stakeholder and position qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form, the Elections Committee shall...

use the Candidate Filing Forms as written verification of a Stakeholders eligibility to run for a Governing Board position. The Election Committee shall review that the seat for which the candidate is running is clearly marked, the form is signed and contact information has been given.

use the Candidate Filing Form and the copy of the enclosed Stakeholder interest documentation as written verification of a

Stakeholder's eligibility to run for a Governing Board position.
(See Stakeholder Registration for acceptable forms of verification.)

- ***Make sure that the verification process used is simple and practical and that the same verification method is used consistently for all candidates regardless of how familiar a Stakeholder may appear to be to the reviewer. (See Stakeholder Verification.)***

The Election Committee shall complete the verification of all Candidates within **28 calendar days, December 15, 2003** prior to the Election. (*Note: Factor in the time needed to complete and duplicate the ballots.*)

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified by the Election Committee will be notified by way of (phone/email/**Certified return receipt letter**) within **two (2)** business days after **verification**. Notification shall include the specific reason why the Candidate has been disqualified.

Candidates who are disqualified may submit a letter within **seven (7) business days after receiving notification of disqualification** prior to the Election requesting a reconsideration of their candidacy. Letters must include a specific rationale of why the Stakeholder feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Election Committee in order to reconsider the matter.

Reconsideration:

The Election Committee and additional Stakeholders who are not running for any Board position shall reconsider the Candidate request. A decision shall be made _____ business/calendar days prior to the Election. The Candidate shall be notified immediately by way of (phone/email/letter) of the decision. And or the 3rd Party Administrator shall reconsider the Candidate request. A decision shall be made _____ business/calendar days prior to the Election. The Candidate shall be notified immediately by way of (phone/email/letter) of the decision.

Stakeholders who are dissatisfied by the findings of the Election Committee may file a formal Grievance with the NC Board in accordance with the NC Bylaws. (*This option does not apply to the initial election*)

Stakeholders who are dissatisfied by the findings of the 3rd Party Administrator may file a formal Grievance with the NC Board in accordance with the NC Bylaws. *(This option does not apply to the initial election)*

Specific dates may be used in substitution for identifying number of business/calendar days.

Terms of Office:

According to your Bylaws, list each Governing Board position along with the initial term of office for the First NC Election and subsequent terms of office.

NOMINATIONS

Nominations shall be open for at least _____ business/calendar days prior to the scheduled date of the Election. *(Note: At a minimum, this should be no less than 30 days.)*

Stakeholders may be self-nominated or nominated by other Stakeholders **beginning November 1st, 2003.**

Stakeholders must be self-nominated.

Written nominations in the form of a Candidate Filing Form shall be accepted beginning at least 60 calendar days prior to the scheduled Election.

All candidates must indicate in writing a willingness to accept the responsibilities of the position they wish to hold, their ability to adhere to the NC Bylaws, their ability to adhere to all City requirements, their willingness to disclose personal interests, and the ability to serve their designated term. The Candidate Filing Form shall serve as sufficient written acceptance of a nomination. **Candidate filing forms must be received by December 15, 2003 by 5:00PM.**

CAMPAIGNING

Stakeholders who have completed a Candidate Filing Form may officially begin campaigning.

Candidate Materials/Contributions:

Candidates are requested to keep spending down to the minimum amount necessary for their campaign.

- *If a spending limit is set, amounts should not be so low as to impede a candidate's first amendment rights, for example \$25. Limits set are voluntary and the Elections Committee may request that the candidate "pledge" to remain within those limits. (eliminate?)*

Candidate Statements:

Each candidate shall be given the opportunity to write a **concise statement of no more than 250 words** that lists their attributes and explains to other Stakeholders their reason(s) for wishing to serve as an NC Board member.

Statements shall be made available for all Stakeholders to view...

Sixty 60 calendar days prior to the scheduled Election and on the day of the election.

Candidate Forum:

An Informal Candidate Networking Session will be held where all candidates shall have the opportunity to mix and mingle informally and interact with Stakeholders while answering questions at least

Thirty 30 calendar days prior to the scheduled Election.

A Formal Candidate Forum will be held **in each of the six districts**. Candidate shall be given equal time not to exceed **five 5** minutes based upon the number of candidates. 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 NC Stakeholders about themselves. The Forum shall be held at least

Fifteen (15) calendar days prior to the scheduled Election.
Each district is responsible for their own Candidate Forum and one (1) General Candidate Forum.
The General Candidate Forum will be held on Monday January 5, 2004, 7:30 PM to be held at Casa Italiana or the Alpine Recreation Center.

After all candidates have had the opportunity to speak, there shall be a question and answer session in which each candidate shall have the opportunity to answer up to **three (3)** questions. Neither questions nor answers shall exceed **one (1)** minute each.

A Neutral 3rd Party shall facilitate the Candidate Forum in order to ensure the fairness of the process.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mud slinging), assault, or attack of any other candidate, nominee or Stakeholder. Proof of the use of character defamation, assault or attack by a candidate **will result in disqualification.**

Candidates may not use the NC logo or City Seal on any campaign materials they produce. Proof of violating this requirement will be asked to remove the NC logo and/or City Seal.

On the scheduled day of the Election, there shall be no campaigning within **300** feet of the Election Location(s). Persons violating this requirement will be asked to leave the polling site/area.

There can be no posted Candidate signage (for example flyers) within **300** feet of the polling location on the day of the Election. Signage posted in violation of this requirement will be removed.

Other than casting a personal vote, no candidate may loiter within **300** feet of the Campaign Location(s). Persons violating this requirement will be asked to leave the polling site/area.

STAKEHOLDER REGISTRATION

Registration of Stakeholders is optional as (at a minimum) anyone who lives, works or owns property is a Stakeholder and is not required to register in order to participate in the Historic Cultural Neighborhood Council.

All Stakeholders who meet the criteria for the definition of a Stakeholder as listed in the NC Bylaws, shall be eligible to vote on the day of the Election.

All stakeholders can **pre-register** before the day of the election **or** on the day of the scheduled election.

All Stakeholders shall complete stakeholder Registration Forms when registering to vote in the HCNC election.

Stakeholder Registration Forms shall include a line that requires the Stakeholder to verify that all information is true and correct “under penalty of perjury”.

To assure Stakeholder status, all Stakeholders shall be asked to present one of the following as a means of verification of their Stakeholder status.

➤ ***DONE does not advocate the use of verification beyond a self-affirmation declaration form. If, however the NC insists on the use of verification, the list below is a general representation of some types of verification items.***

- Picture Identification
- Business/Organization/Institution/Agency Letter on Letterhead
- A Mailed Item with Name of Stakeholder and Stakeholder Address
- A Legal Receipt dated no less than _____ week(s) prior to the election date, with Name of Stakeholder, Stakeholder Address and Recipient Signature.
- A Legal Document with Name of Stakeholder and Stakeholder Address
- Verbal Verification for Homeless Stakeholder(s)/Volunteer Worker(s)

➤ ***Your list must include all types of items that may be used by Stakeholders to verify their status and must be inclusive enough to meet the minimum definition of a Stakeholder (live, work, own property) or must be inclusive enough to meet the minimum criteria and the additional criteria as set forth by the NC Bylaws.***

- ***If the NC chooses to verify Stakeholders, a consistent verification criterion must be used for each and every stakeholder, within a voting category, who comes to vote.***
- ***Any verification process used by the NC should not serve to disenfranchise any individual or group of stakeholders.***

In the event that a Stakeholder is not able to produce verification, the Stakeholder will be given a provisional ballot and the 3rd Party Administrator will verify Stakeholder status prior to counting the vote.

ABSENTEE VOTING

All Stakeholders who are unable to vote in person on Election Day may apply to vote by Absentee Ballot. *(Note: This date shall be a minimum of 30 days prior to the election date.)*

Stakeholders who wish to vote by Absentee Ballot must complete an Absentee Ballot Application Form.

Absentee Ballot Application Forms may be obtained from:

- NC General Meetings
- Mail
- Phone
- Fax
- Email
- Website

- ***Be sure to list all appropriate additional information under each item.***

[option] All requests for Absentee Ballot Application Forms must be received no later than _____ business/calendar days prior to the election. No further requests will be accepted after the deadline.

[option] Stakeholders shall receive an Absentee Ballot Application Form along with a Stakeholder Verification/Registration Form.

The Elections Committee or designee shall compile a Tracking Log, which will consist of the following information:

- Name of Stakeholder
- Address of Stakeholder
- Telephone number of Stakeholder

- Email of Stakeholder
- Date Absentee Ballot Application Form is received from stakeholder
- Date Absentee Ballot is mailed to stakeholder
- Date Absentee Ballot is returned from stakeholder

The Tracking Log will be available at the polling location on Election Day.

All Absentee Ballot Application Forms should be returned/mailed to _____.

All Absentee Ballot Application Forms must be received no later than _____ business/calendar days prior to the election. No Absentee Ballot Application Forms will be accepted after the deadline.

The Election Committee shall verify the validity of each Absentee Ballot request. If the Stakeholder meets the eligibility requirements, an Absentee Ballot will be mailed to the Stakeholder.

If the Stakeholder does not meet the eligibility requirements, the Elections Committee shall notify the Stakeholder immediately by way of (phone/email/letter) that their request will be processed as a provisional ballot.

All Absentee Ballots shall be mailed to all eligible Stakeholders who have submitted Absentee Ballot Application Forms at least _____ business/calendar days prior to the election.

If the NC elects to have candidate nominations from the floor on Election Day, the absentee ballot package will include a clear explanation that additional candidates may be added on election day, and that by using the vote by mail option the voter is recognizing that they may not have the opportunity to vote for all the candidates.

Absentee Ballots shall be numbered and mailed to NC Stakeholders with an official self-addressed stamped envelope (or equivalent). The official self-addressed stamped envelope shall have a space on the outside of the envelope for the Stakeholder to print and sign their name.

All Absentee Ballots must be in an official sealed envelope and received _____ business/calendar days prior to the Election by _____ (list time) to _____ (List appropriate address).

Absentee Ballots received after the deadline or after the date of the Election will not be counted and will be destroyed.

Only Absentee Ballots received from the person who requested the Absentee Ballot will be counted.

Only Absentee Ballots enclosed in an official sealed envelope will be counted.

Absentee Ballots will not be opened and counted until Election Day when all other ballots are being counted.

Submission of an Absentee Ballot disqualifies a Stakeholder from voting in person on the day of the election.

On Election Day, when NC Stakeholders come to vote, volunteers will check the Tracking Log to see if the Stakeholder was mailed an Absentee Ballot. If the Stakeholder's name appears on the Tracking Log as having been mailed an Absentee Ballot then the volunteer will request the Stakeholder relinquish the Absentee Ballot. If the Stakeholder does not have the Absentee Ballot, the Stakeholder will be given a Provisional Ballot to vote and all the official sealed envelopes will be checked to assure that the Stakeholder did not vote twice.

In the event that both an Absentee Ballot and a Provisional Ballot are cast, only the in-person Provisional Ballot will be counted and the Absentee Ballot will be destroyed and discarded and will not be counted.

ELECTION DAY

Brown Act:

The election will occur at a duly noticed meeting conducted in accordance with the Brown Act. The NC will not use (written/secret) ballots of any kind to conduct elections. Stakeholders will vote by open voice, open/identifiable vote.

The Neighborhood Council may choose to call a public meeting of stakeholders in accordance with the Brown Act, seek and take nominations from the floor and elect its Board by an open voice vote or by a show of hands. No registration of stakeholders is necessary or permitted.

Polling Location(s):

_____ Polling locations shall be open on the day of the Election from 8:30 am to 7:30 pm.

Stakeholder Voting Verification:

[option] All Stakeholders must be registered before receiving a ballot. A completed Stakeholder Registration Form will serve as sufficient verification of stakeholder interest.

- [option] All Stakeholders shall complete and sign a Stakeholder Verification Form prior to receiving a ballot.
- [option] All Stakeholders shall complete and sign the Stakeholder Verification Sign-In Sheet prior to receiving a ballot.
- [option] All Stakeholders must present the appropriate Stakeholder verification information in order to receive a ballot.

Voting:

Each Stakeholder may cast one ballot only.

- [option] Each Stakeholder may cast one ballot only in each of the Stakeholder affiliation categories in which they qualify.

Ballots shall

[option] include write in candidates. A write in candidate must have submitted a request to be a write in candidate prior to the commencement of the Election meeting and must have qualified as a candidate for the appropriate category.

[option] Shall not include write in candidates.

In the event that a Stakeholder's status is questioned, the Stakeholder shall receive a provisional ballot.

Tie Votes:

In the event of a tie vote

- [option] A coin toss shall determine the winner.
- [option] A subsequent election shall be held within _____ business/calendar days following the election.
- [option] A _____ vote of all the elected Board members shall be taken _____ business/calendar days following the election to determine the winner.
- [option] The names of each Candidate shall be placed in a container and a name shall be drawn at random to determine the winner.

Vacancies:

- ***List the information that is consistent with and which appears in your NC Bylaws.***

Void Ballots:

In the event that a Stakeholder receives an incorrect ballot, the volunteer shall write void on the incorrect ballot, initial the ballot, place the ballot in the ballot box and hand the Stakeholder...

[option] the appropriate ballot.

[option] a provisional ballot.

Tallying Votes:

[option] All votes shall be counted immediately following the close of Election Poll Location(s).

[option] All votes shall be counted no later than _____ business/calendar days following the close of Election Poll Location(s).

A neutral third party shall oversee the tallying of ballots.

A Ballot Tally Area will be used that will establish a perimeter of space where ballots are being counted.

[option] After all voting has been completed; ballots will be taken out of the box and counted to verify that the number of ballots does not exceed the number of signatures on the voter registry or number of ballots issued. Staff members of the Third Party and acceptable volunteers will tally the votes in teams. One person will take the ballots, one at a time, and read the voted names on the ballot. If there are more marked names than asked for on that ballot, the ballot shall be voided and marked "VOID". One person will check off the valid votes received on a tally sheet.

[option] After all voting has been completed; ballots will be taken out of the box and counted to verify that the number of ballots does not exceed the number of signatures on the voter registry or number of ballots issued. Staff members of the Third Party and acceptable volunteers will tally the votes in teams. One person will take the ballots, one at a time, and read the voted names on the ballot. Should any ballot have been marked incorrectly, the one section of the specific candidate position that has been marked incorrectly will not be counted (i.e. the directions say to vote for one candidate only, and a mark has been made for more than one candidate). The section on

the ballot marked incorrectly shall be voided and marked “VOID”.
One person will check off the valid votes received on a tally sheet.

No candidates may assist with this process.

Any Stakeholder may observe the tally process from outside the Ballot Tally Area.

All volunteers will sign the tally sheets to confirm the validity of the count.

The Candidate who receives the highest number of votes in each position shall be declared the winner.

Winning Candidates shall take office at the first regularly scheduled meeting following the election, following the resolution of challenges or following the resolution of any provisions to the election.

PROVISIONAL RESULTS

In the event that there are questionable results, challenges and/or provisional ballots used, and after counting all votes and ballots, provisional results of the election shall be announced. These results shall remain provisional until such time as validation of the results has been made by the Neutral 3rd Party.

CHALLENGES

Contesting the Election:

Stakeholders who wish to contest the Election or some part of the Election Process (candidate eligibility, recounts, stakeholder statues...) may submit a letter within _____ business/calendar days following the Election. Letters must include a specific rationale of why the Stakeholder feels the Election or Process has been tainted along with any other pertinent information that will be of assistance.

The Neutral 3rd Party shall review and investigate all submissions. The Neutral 3rd Party shall have the authority to interpret these procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within _____ business/calendar days of receipt of the request.

The Neutral 3rd Party shall send a letter of reply within _____ business/calendar days of receiving the dispute.

Decisions of the Neutral 3rd Party are final.

ANNOUNCEMENT OF RESULTS

The Election results shall be posted by the election committee _____ business/calendar days following the Election at all posting locations.

The Election results may be obtained from:

- Email...
- Phone Message...
- Website...
- [option(s)]...

CANDIDATE NOTIFICATION OF ELECTION RESULTS

[option] Elections Committee shall notify all Candidates within _____ business/calendar days following the Election of the results.

[option] All Candidates shall be instructed to view the Election results on the NC Website or at the official NC posting locations within _____ business/calendar days following the Election.

[option] All Candidates shall be instructed to phone (____) _____ in order to hear the message that delineates the Election results. The phone message shall be established within _____ business/calendar days following the Election. The message shall remain on the phone for _____ business/calendar days.

CERTIFICATION OF ELECTION

The Election Committee shall certify the Election as officially valid after _____ business/calendar days following the Election if no written requests to contest the Election have been received.

The Election Committee shall certify the Election as officially valid after _____ business/calendar days following the initial and applicable subsequent election (if necessary).

The Election Committee shall certify the Election as officially valid after _____ business/calendar days upon the resolution of any challenges to the Election.

RECORD RETENTION

All Election records shall be kept by the Neighborhood Council for at least _____ year(s) following the date of the scheduled Election.

The Election Committee shall identify a location and responsible party to store all materials.

TIMELINE

- *In addition to the Election Procedures an outline showing each item and its deadline or a calendar showing key dates should be created to keep track of everything that will be needed to be done for the Election.*

FOLLOW UP

The Election Committee shall provide DONE with a copy of the Election Results within _____ business/calendar days from the date of the scheduled Election.

The Election Committee shall hold a debriefing meeting _____ business/calendar days following the election to evaluate the proceedings. The evaluation shall be written and presented as a Committee Report at the first meeting.

The Election Committee shall work with the newly elected Board to prepare for the first meeting.

For the First/Initial NC Election, if all Board Members are elected at large and no officers were elected, there must be a neutral facilitator that conducts the first part of the meeting to elect Officers to the Board. The Election Committee shall secure either DONE or a 3rd Party to facilitate the initial part of the meeting. The Election Committee shall create and post the agenda.

The Election Committee shall compose and send any and all Thank You letters _____ business/calendar days following the Election. For example; thank you's may be sent for the use of the facility or to the neutral third party to each of the volunteers, etc...

ELECTION CHECK LIST

- ***Be sure to work with your DONE Representative in preparing for your Election. Be aware that many of the items on the list require advance notice to acquire/secure and you will need to request items in advance in order for them to be prepared and ready for your Election Day.***

Polling Location(s)
Election Polling Hours
Civic Center Permit (LAUSD Location)
Map Layout of Room Set Up

Set Up Crew
Clean Up Crew

Directional Signs
Parking Signs

Tables
Chairs
Microphones

Ballots (Color Coded by Region/Area/District)
Ballot Box(es)
Ballot Box Lock(s)
Tally Sheets
Election Booth(s) or Equivalent

Pens
Golf Pencils/Pencils
Clip Boards
Markers
Dry Erase Markers
Sharpies
Scotch Tape
Masking Tape
Push Pins
Paper Clips
Rubber Bands
Paper Tablet(s)
Stapler/Staples
Scissors

Sign In Sheets
Stakeholder Verification Forms
Stakeholder Registration Forms

Boundary Maps (Multiple Copies)
Regional/Area Maps (Multiple Copies)
Bylaws (Multiple Copies)
Election Procedures (Multiple Copies)
Plan for a Citywide System of NCs (Multiple Copies)
Brochures (Multiple Copies)
List of Candidates/Candidate Statements (Multiple Copies)

Easel(s)
Butcher Paper
Boundary Map(s) (On Poster Board 36 x 47)
Regional/Area Map(s) (On Poster Board 36 x 47)

Volunteers
Shift Designations of time for each Volunteer to work
Volunteer Sign In Sheet
Volunteer Name Tags
Written Out Volunteer Instructions

Translator
Translation Equipment
Translation Equipment Check Out Sheets

PowerPoint Projector
Projection Screen
Laptop
Extension Cord

Neutral Third Party
DONE Staff

Lunch and refreshments for Volunteers

Original Election template:

Elections Procedures Template

- Before beginning to formulate your Elections Procedures, DONE recommends that you complete the reference worksheet entitled “Drafting your Election Procedures”. There are several questions that will help you to decide what information you need to include in your procedures.
- Your Elections Procedures should be written in conjunction with your Certified Bylaws making sure that all wording used is consistent with information that is listed in your Bylaws.
- Use this template as a guide. Many items contain optional information that you may not need to include in your procedures. There is no need to include any heading or subheading in your procedures from this template that is not consistent with or is in violation of your Bylaws.
- Although many items are listed line by line, once you have identified the items that you would like to use, you may wish to format your procedures in paragraph form as opposed to using individual lines of information.
- Be sure to clearly label each section of your procedures with a Heading or Subheading. As well as making sure to number each page.
- Once completed, you must gain DONE approval before proceeding. DONE will review your procedures for consistency with your bylaws and consider any advisories from the Office of the City Attorney that were approved during your Neighborhood Council certification hearing.

(Revised 4/5/03)

ELECTION COMMITTEE

Introduction:

In preparation for the coming election, the Interim Board/Governing Board shall appoint a committee to oversee the election process.

The Elections Committee (“The Committee”) shall be established at least **180** business/calendar days prior to the Election.

The HCNC shall hold its Election in the same month each year following the first initial Election **in keeping with. HCNC Bylaws** Elections shall be in **January of each year.**

Elections Procedures shall be reviewed prior to each scheduled Election by the Governing Board, or the Formation/Interim Committee for the initial election, and submitted to DONE for approval no later than 90 days prior to the Election. The NC Board’s review will occur at a public meeting that has been noticed in accord with the Brown Act.

Election Day:

The date of the upcoming Election is **Tuesday January 13, 2004** The Election will take place at _____, during the hours of **8:30 am and 7:30 pm.**

Composition:

The Election Committee shall be comprised of

Any and all stakeholders who are not applying as candidates to the Governing Board.

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to NC elections including, but not limited to...

- designating the date, time and location of the Election in compliance with the NC Bylaws.
- preparing and distributing all candidate information.
- overseeing eligibility and verification of all Stakeholders and candidates.
- overseeing notification and outreach of the Election and all processes connected with the Election to the community.
- contacting and coordinating third party administration of the Election as is necessary.
- preparing or working with DONE to prepare all materials needed for the Election.

- 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.)

Contacts:

For information on the current HCNC Election, contact **Tom Soong 323.224.2321**

- *List the name(s), phone number(s), email(s), website(s), fax number(s), and any appropriate addresses of approximately one to three persons who may be contacted for questions about any aspect of the Election Process.*

NEUTRAL 3rd PARTY

There are a number of groups and agencies that will be considered for selection as a Neutral 3rd Party by the Elections Committee and approved by DONE. The 3rd Party shall be used to assist with the election process.

The Neutral 3rd Party shall be responsible for overseeing the administration of the Election Process, the facilitation of any Candidate Forums, training volunteers, monitoring the election process on Election Day, tallying votes, arbitrating disputes, resolving challenges, recounting votes if necessary, and verifying elections results.

NC STAKEHOLDERS

Stakeholder Definition:

- *List information as it appears in your Bylaws*

Outreach to Stakeholders:

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Election proceedings and to the best extent possible, have an opportunity to participate.

To the extent possible, materials will be produced and distributed in the multiple languages of **English, Chinese, Japanese, Spanish and others as needed.**

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

- Notices of pertinent Election information will be placed at each of the NC designated Posting Locations **15** business/calendar days prior to the Election.

- Two Mass distributions, provided by DONE, will be made to all addresses within the entire NC boundary area using a walking distribution service **15** business/calendar days prior to the Election. The first distribution will seek candidate nominations and the second will be an Election Day reminder.
- Announcements and flyers will be provided and packaged for distribution _____ business/calendar days prior to the Election to ...
Media, Schools, Senior Centers, Churches, Businesses, Libraries, Non-Profits, Neighborhood Groups, City Service Agencies...
- Phone banking _____ business/calendar days prior to the Election.

Targeted Outreach:

Based on demographics and/or the determination by the Board of Neighborhood Commissioners, specific outreach will be directed at those stakeholder groups that have a high percentage rate within the NC boundaries.

These groups include _____.

The Committee shall use the following methods to outreach to targeted groups _____.

Based on the high concentration of stakeholders who speak **English, Chinese, Japanese, Spanish. all literature will be written in English, Chinese, Japanese, Spanish.**

CANDIDACY

Candidacy Requirements:

The NC Governing Board consists of _____ elected positions and _____ appointed/selected positions.

All Stakeholders may run for up to one (1) position(s) on the Governing Board.

All Stakeholders who wish to run for a position on the Governing Board must complete a Candidate Filing Form.

The Candidate Filing Form shall serve as written acceptance of a Stakeholders desire to run for a position on the Governing Board.

Candidate Filing Forms must be completed and submitted to **DONE** at least _____ business/calendar days prior to the scheduled Election. *(Note: Factor in the amount of time it will take to review the forms, then create and duplicate the ballot).*

Candidate Filing Forms and other Election information may be obtained from:

- NC Contact

Name, Phone, Email, and Fax...

- Department of Neighborhood Empowerment
PC Contact, Address, Phone, Fax, Email...
- NC Website
- _____

All Elected Board Members will be asked to sign an investment/business/financial City of Los Angeles Ethics Commission Conflict of Interest disclosure statement.

Candidate Recruitment:

In addition to the candidates that may result from the general and targeted outreach that will be used to enlist stakeholder participation as voters and candidates, the Elections Committee shall attempt to identify at least one candidate for each Governing Board position.

The Elections Committee shall work with the Outreach Committee to assure that Elections information is distributed to areas that represent high numbers of stakeholders such as schools, businesses, non-profits, homeowner associations, apartment complexes, etc...

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive the following information:

- NC Bylaws
- Map of NC Boundaries/Map of NC Boundaries and Regions/Districts
- NC Election Procedures
- Los Angeles City Charter Section 900
- Plan for a Citywide System of Neighborhood Councils
- Conflict of Interest Statement Information
- Any additional information that may be pertinent to the election process.

The Elections Committee will have **several Chinese, Japanese, Spanish copies as reference** of all the above information in a binder that is made available at all meetings for any potential candidate to read, prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

All Stakeholders within the NC boundary are eligible **to run for one** position on the Governing Board.

Stakeholders between the ages of **14 and 18 on election day** are eligible to apply for a position as a youth representative **on the HCNC**.

Stakeholders **65** years of age or older are eligible to apply for a position as a seniors representative.

Stakeholders who own, operate, manage, maintain a business within the HCNC boundary area are eligible to apply for a position as a business representative.

Stakeholders who **are members**, operate, manage, maintain or who are employed at a community group non-profit agency **and or** within the HCNC boundary area are eligible to apply for a position as a non-profit representative.

Stakeholders * who are employed at (list name of specific entity/agency/organization/institution) within the NC boundary area are eligible to apply for the **employee representative** position. Candidates chosen to represent this entity shall be required to submit written documentation on letterhead from the appropriate entity that states they do indeed have the authority to represent this entity on the NC Governing Board.

- *Use only those distinctions that apply to your NC and include any additional lines of criteria that may apply based on the positions listed in your Bylaws.*

Officers (President, Vice-President, Chairperson, Co-Chairperson, Vice-Chairperson, Secretary, Treasurer, * for the Board shall be elected at large by Stakeholders as one of the positions on the Election Ballot.

Verification:

The Elections Committee shall review each and every Candidate Filing Form to verify that the individual meets the Stakeholder and position qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form, the Elections Committee shall...

use the Candidate Filing Forms as written verification of a Stakeholders eligibility to run for a Governing Board position. The Election Committee shall review that the seat for which the

candidate is running is clearly marked, the form is signed and contact information has been given.

use the Candidate Filing Form and the copy of the enclosed Stakeholder interest documentation as written verification of a Stakeholder's eligibility to run for a Governing Board position. (See Stakeholder Registration for acceptable forms of verification.)

[option] _____

- ***Make sure that the verification process used is simple and practical and that the same verification method is used consistently for all candidates regardless of how familiar a Stakeholder may appear to be to the reviewer. (See Stakeholder Verification.)***

The Election Committee shall complete the verification of all Candidates within **28** business/calendar days prior to the Election. (*Note: Factor in the time needed to complete and duplicate the ballots.*)

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified by the Election Committee will be notified by way of (phone/email/letter) within **two (2)** business days after the close of the **verification**. Notification shall include the specific reason why the Candidate has been disqualified.

Candidates who are disqualified may submit a letter within **seven (7)** business/calendar days prior to the Election requesting a reconsideration of their candidacy. Letters must include a specific rationale of why the Stakeholder feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Election Committee in order to reconsider the matter.

Reconsideration:

The Election Committee shall reconsider the Candidate request. A decision shall be made **15** business/calendar days prior to the Election. The Candidate shall be notified immediately by way of (phone/email/letter) of the decision.

The Election Committee and _____ additional Stakeholders who are not running for any Board position shall reconsider the Candidate request. A decision shall be made _____ business/calendar days

prior to the Election. The Candidate shall be notified immediately by way of (phone/email/letter) of the decision. .

The 3rd Party Administrator shall reconsider the Candidate request. A decision shall be made _____ business/calendar days prior to the Election. The Candidate shall be notified immediately by way of (phone/email/letter) of the decision.

Decisions of the Election Committee shall be final.

Decisions of the 3rd Party Administrator shall be final.

Stakeholders who are dissatisfied by the findings of the Election Committee may file a formal Grievance with the NC Board in accordance with the NC Bylaws. *(This option does not apply to the initial election)*

Stakeholders who are dissatisfied by the findings of the 3rd Party Administrator may file a formal Grievance with the NC Board in accordance with the NC Bylaws. *(This option does not apply to the initial election)*

- ***Specific dates may be used in substitution for identifying number of business/calendar days.***

Terms of Office:

- ***According to your Bylaws, list each Governing Board position along with the initial term of office for the First NC Election and subsequent terms of office.***

NOMINATIONS

Nominations shall be open for at least _____ business/calendar days prior to the scheduled date of the Election. *(Note: At a minimum, this should be no less than 30 days.)*

[option] The current nomination period is from _____ to _____. All candidates must complete a candidate filing form, which must be received by the Elections Committee by (date).

[option] Stakeholders may be self-nominated or nominated by other Stakeholders.

- [option] Stakeholders must be self-nominated.
- [option] Verbal nominations shall be accepted at all general NC meetings that take place beginning _____ business/calendar days prior to the scheduled Election.
- [option] Written nominations in the form of a Candidate Filing Form shall be accepted beginning _____ business/calendar days prior to the scheduled Election.

All candidates must indicate in writing a willingness to accept the responsibilities of the position they wish to hold, their ability to adhere to the NC Bylaws, their ability to adhere to all City requirements, their willingness to disclose personal interests, and the ability to serve their designated term. The Candidate Filing Form shall serve as sufficient written acceptance of a nomination.

CAMPAIGNING

Stakeholders who have completed a Candidate Filing Form may officially begin campaigning at least **sixty 60** business/calendar days prior to the scheduled Election.

Candidate Materials/Contributions:

Candidates are requested to keep spending down to the minimum amount necessary for their campaign.

Although no maximum amount will be set, it should be understood that all campaigning should be reasonable.

- *If a spending limit is set, amounts should not be so low as to impede a candidate's first amendment rights, for example \$25. Limits set are voluntary and the Elections Committee may request that the candidate "pledge" to remain within those limits.*

Candidate Statements:

Each candidate shall be given the opportunity to write a **concisely** worded statement that lists their attributes and explains to other Stakeholders their reason(s) for wishing to serve as an NC Board member.

Statements shall be made available for all Stakeholders to view...

_____ business/calendar days prior to the scheduled Election.

Candidate Forum:

An Informal Candidate Networking Session will be held where all candidates shall have the opportunity to mix and mingle informally and interact with Stakeholders while answering questions at least

Sixty 60 business/calendar days prior to the scheduled Election.

A Formal Candidate Forum will be held and each Candidate shall be given equal time not to exceed **three 3** minutes based upon the number of candidates. 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 NC Stakeholders about themselves. The Forum shall be held at least

Fifteen (15) business/calendar days prior to the scheduled Election.

After all candidates have had the opportunity to speak, there shall be a question and answer session in which each candidate shall have the opportunity to answer up to three questions. Neither questions nor answers shall exceed **one (1)** minutes each.

A Neutral 3rd Party shall facilitate the Candidate Forum in order to ensure the fairness of the process.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mud slinging), assault, or attack of 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.

Candidates may not use the NC logo or City Seal on any campaign materials they produce.

Persons violating this requirement will be asked to remove the NC logo and/or City Seal.

On the scheduled day of the Election, there shall be no campaigning within _____ feet of the Election Location(s). Persons violating this requirement will be asked to leave the polling site/area.

There can be no posted Candidate signage (for example flyers) within **300** feet of the polling location on the day of the Election. Signage posted in violation of this requirement will be removed.

Other than casting a personal vote, no candidate may loiter within _____ feet of the Campaign Location(s). Persons violating this requirement will be asked to leave the polling site/area.

STAKEHOLDER REGISTRATION

- ***Registration of Stakeholders is optional as (at a minimum) anyone who lives, works or owns property is a Stakeholder and is not required to register in order to participate in the Historic Cultural Neighborhood Council.***

All Stakeholders who meet the criteria for the definition of a Stakeholder as listed in the NC Bylaws, shall be eligible to vote on the day of the Election.

All stakeholders can **pre-register** before the day of the election **or** on the day of the scheduled election.

All Stakeholders shall complete stakeholder Registration Forms when registering to vote in the HCNC election.

Stakeholder Registration Forms shall include a line that requires the Stakeholder to verify that all information is true and correct “under penalty of perjury”.

To assure Stakeholder status, all Stakeholders shall be asked to present one of the following as a means of verification of their Stakeholder status.

➤ ***DONE does not advocate the use of verification beyond a self-affirmation declaration form. If, however the NC insists on the use of verification, the list below is a general representation of some types of verification items.***

- Picture Identification
- Business/Organization/Institution/Agency Letter on Letterhead
- A Mailed Item with Name of Stakeholder and Stakeholder Address
- A Legal Receipt dated no less than _____ week(s) prior to the election date, with Name of Stakeholder, Stakeholder Address and Recipient Signature.
- A Legal Document with Name of Stakeholder and Stakeholder Address
- Verbal Verification for Homeless Stakeholder(s)/Volunteer Worker(s)

➤ ***Your list must include all types of items that may be used by Stakeholders to verify their status and must be inclusive enough to meet the minimum definition of a Stakeholder (live, work, own property) or must be inclusive enough to meet the minimum criteria and the additional criteria as set forth by the NC Bylaws.***

➤ ***If the NC chooses to verify Stakeholders, a consistent verification criterion must be used for each and every stakeholder, within a voting category, who comes to vote.***

➤ ***Any verification process used by the NC should not serve to disenfranchise any individual or group of stakeholders.***

In the event that a Stakeholder is not able to produce verification, the Stakeholder will be given a provisional ballot and the 3rd Party Administrator will verify Stakeholder status prior to counting the vote.

ABSENTEE VOTING

All Stakeholders who are unable to vote in person on Election Day may apply to vote by Absentee Ballot. (*Note: This date shall be a minimum of 30 days prior to the election date.*)

Stakeholders who wish to vote by Absentee Ballot must complete an Absentee Ballot Application Form.

Absentee Ballot Application Forms may be obtained from:

- NC General Meetings
- Mail
- Phone
- Fax
- Email
- Website

➤ *Be sure to list all appropriate additional information under each item.*

[option] All requests for Absentee Ballot Application Forms must be received no later than _____ business/calendar days prior to the election. No further requests will be accepted after the deadline.

[option] Stakeholders shall receive an Absentee Ballot Application Form along with a Stakeholder Verification/Registration Form.

The Elections Committee or designee shall compile a Tracking Log, which will consist of the following information:

- Name of Stakeholder
- Address of Stakeholder
- Telephone number of Stakeholder
- Email of Stakeholder
- Date Absentee Ballot Application Form is received from stakeholder
- Date Absentee Ballot is mailed to stakeholder
- Date Absentee Ballot is returned from stakeholder

The Tracking Log will be available at the polling location on Election Day.

All Absentee Ballot Application Forms should be returned/mailed to _____.

All Absentee Ballot Application Forms must be received no later than _____ business/calendar days prior to the election. No Absentee Ballot Application Forms will be accepted after the deadline.

The Election Committee shall verify the validity of each Absentee Ballot request. If the Stakeholder meets the eligibility requirements, an Absentee Ballot will be mailed to the Stakeholder.

If the Stakeholder does not meet the eligibility requirements, the Elections Committee shall notify the Stakeholder immediately by way of (phone/email/letter) that their request will be processed as a provisional ballot.

All Absentee Ballots shall be mailed to all eligible Stakeholders who have submitted Absentee Ballot Application Forms at least _____ business/calendar days prior to the election.

If the NC elects to have candidate nominations from the floor on Election Day, the absentee ballot package will include a clear explanation that additional candidates may be added on election day, and that by using the vote by mail option the voter is recognizing that they may not have the opportunity to vote for all the candidates.

Absentee Ballots shall be numbered and mailed to NC Stakeholders with an official self-addressed stamped envelope (or equivalent). The official self-addressed stamped envelope shall have a space on the outside of the envelope for the Stakeholder to print and sign their name.

All Absentee Ballots must be in an official sealed envelope and received _____ business/calendar days prior to the Election by _____ (list time) to _____ (List appropriate address).

Absentee Ballots received after the deadline or after the date of the Election will not be counted and will be destroyed.

Only Absentee Ballots received from the person who requested the Absentee Ballot will be counted.

Only Absentee Ballots enclosed in an official sealed envelope will be counted.

Absentee Ballots will not be opened and counted until Election Day when all other ballots are being counted.

Submission of an Absentee Ballot disqualifies a Stakeholder from voting in person on the day of the election.

On Election Day, when NC Stakeholders come to vote, volunteers will check the Tracking Log to see if the Stakeholder was mailed an Absentee Ballot. If the Stakeholder's name appears on the Tracking Log as having been mailed an Absentee Ballot then the volunteer will request the Stakeholder relinquish the Absentee Ballot. If the Stakeholder does not have the Absentee Ballot, the Stakeholder will be given a Provisional Ballot to vote and all the official sealed envelopes will be checked to assure that the Stakeholder did not vote twice.

In the event that both an Absentee Ballot and a Provisional Ballot are cast, only the in-person Provisional Ballot will be counted and the Absentee Ballot will be destroyed and discarded and will not be counted.

ELECTION DAY

[option] Non Brown Act:
In order to comply with the Brown Act. The NC shall conduct an Election Day where no business other than the election of the Governing Body will take place.

[option] Brown Act:
The election will occur at a duly noticed meeting conducted in accordance with the Brown Act. The NC will not use (written/secret) ballots of any kind to conduct elections. Stakeholders will vote by open voice, open/identifiable vote.

The Neighborhood Council may choose to call a public meeting of stakeholders in accordance with the Brown Act, seek and take nominations from the floor and elect its Board by an open voice vote or by a show of hands. No registration of stakeholders is necessary or permitted.

Polling Location(s):

_____ Polling locations shall be open on the day of the Election from _____ (am/pm) to _____ (am/pm).

Stakeholder Voting Verification:

[option] All Stakeholders must be registered before receiving a ballot. A completed Stakeholder Registration Form will serve as sufficient verification of stakeholder interest.

[option] All Stakeholders shall complete and sign a Stakeholder Verification Form prior to receiving a ballot.

[option] All Stakeholders shall complete and sign the Stakeholder Verification Sign-In Sheet prior to receiving a ballot.

[option] All Stakeholders must present the appropriate Stakeholder verification information in order to receive a ballot.

Voting:

[option] Each Stakeholder may cast one ballot only.

[option] Each Stakeholder may cast one ballot only in each of the Stakeholder affiliation categories in which they qualify.

Ballots shall

[option] include write in candidates. A write in candidate must have submitted a request to be a write in candidate prior to the commencement of the Election meeting and must have qualified as a candidate for the appropriate category.

[option] Shall not include write in candidates.

In the event that a Stakeholder's status is questioned, the Stakeholder shall receive a provisional ballot.

Tie Votes:

In the event of a tie vote

[option] A coin toss shall determine the winner.

[option] A subsequent election shall be held within _____ business/calendar days following the election.

[option] A _____ vote of all the elected Board members shall be taken _____ business/calendar days following the election to determine the winner.

[option] The names of each Candidate shall be placed in a container and a name shall be drawn at random to determine the winner.

Vacancies:

- *List the information that is consistent with and which appears in your NC Bylaws.*

Void Ballots:

In the event that a Stakeholder receives an incorrect ballot, the volunteer shall write void on the incorrect ballot, initial the ballot, place the ballot in the ballot box and hand the Stakeholder...

[option] the appropriate ballot.

[option] a provisional ballot.

Tallying Votes:

[option] All votes shall be counted immediately following the close of Election Poll Location(s).

[option] All votes shall be counted no later than _____ business/calendar days following the close of Election Poll Location(s).

A neutral third party shall oversee the tallying of ballots.

A Ballot Tally Area will be used that will establish a perimeter of space where ballots are being counted.

[option] After all voting has been completed; ballots will be taken out of the box and counted to verify that the number of ballots does not exceed the number of signatures on the voter registry or number of ballots issued. Staff members of the Third Party and acceptable volunteers will tally the votes in teams. One person will take the ballots, one at a time, and read the voted names on the ballot. If there are more marked names than asked for on that ballot, the ballot shall be voided and marked "VOID". One person will check off the valid votes received on a tally sheet.

[option] After all voting has been completed; ballots will be taken out of the box and counted to verify that the number of ballots does not exceed the number of signatures on the voter registry or number of ballots issued. Staff members of the Third Party and acceptable volunteers will tally the votes in teams. One person will take the ballots, one at a time, and read the voted names on the ballot. Should any ballot have been marked incorrectly, the one section of the specific candidate position that has been marked incorrectly will not be counted (i.e. the directions say to vote for one candidate only, and a mark has been made for more than one candidate). The section on the ballot marked incorrectly shall be voided and marked "VOID". One person will check off the valid votes received on a tally sheet.

No candidates may assist with this process.

Any Stakeholder may observe the tally process from outside the Ballot Tally Area.

All volunteers will sign the tally sheets to confirm the validity of the count.

The Candidate who receives the highest number of votes in each position shall be declared the winner.

Winning Candidates shall take office at the first regularly scheduled meeting following the election, following the resolution of challenges or following the resolution of any provisions to the election.

PROVISIONAL RESULTS

In the event that there are questionable results, challenges and/or provisional ballots used, and after counting all votes and ballots, provisional results of the election shall be announced. These results shall remain provisional until such time as validation of the results has been made by the Neutral 3rd Party.

CHALLENGES

Contesting the Election:

Stakeholders who wish to contest the Election or some part of the Election Process (candidate eligibility, recounts, stakeholder statues...) may submit a letter within _____ business/calendar days following the Election. Letters must include a specific rationale of why the Stakeholder feels the Election or Process has been tainted along with any other pertinent information that will be of assistance.

The Neutral 3rd Party shall review and investigate all submissions. The Neutral 3rd Party shall have the authority to interpret these procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within _____ business/calendar days of receipt of the request.

The Neutral 3rd Party shall send a letter of reply within _____ business/calendar days of receiving the dispute.

Decisions of the Neutral 3rd Party are final.

ANNOUNCEMENT OF RESULTS

The Election results shall be posted by the election committee _____ business/calendar days following the Election at all posting locations.

The Election results may be obtained from:

- Email...
- Phone Message...
- Website...
- [option(s)]...

CANDIDATE NOTIFICATION OF ELECTION RESULTS

[option] Elections Committee shall notify all Candidates within _____ business/calendar days following the Election of the results.

[option] All Candidates shall be instructed to view the Election results on the NC Website or at the official NC posting locations within _____ business/calendar days following the Election.

[option] All Candidates shall be instructed to phone (____) _____ in order to hear the message that delineates the Election results. The phone message shall be established within _____ business/calendar days following the Election. The message shall remain on the phone for _____ business/calendar days.

CERTIFICATION OF ELECTION

The Election Committee shall certify the Election as officially valid after _____ business/calendar days following the Election if no written requests to contest the Election have been received.

The Election Committee shall certify the Election as officially valid after _____ business/calendar days following the initial and applicable subsequent election (if necessary).

The Election Committee shall certify the Election as officially valid after _____ business/calendar days upon the resolution of any challenges to the Election.

RECORD RETENTION

All Election records shall be kept by the Neighborhood Council for at least _____ year(s) following the date of the scheduled Election.

The Election Committee shall identify a location and responsible party to store all materials.

TIMELINE

- *In addition to the Election Procedures an outline showing each item and its deadline or a calendar showing key dates should be created to keep track of everything that will be needed to be done for the Election.*

FOLLOW UP

The Election Committee shall provide DONE with a copy of the Election Results within _____ business/calendar days from the date of the scheduled Election.

The Election Committee shall hold a debriefing meeting _____ business/calendar days following the election to evaluate the proceedings. The evaluation shall be written and presented as a Committee Report at the first meeting.

The Election Committee shall work with the newly elected Board to prepare for the first meeting.

For the First/Initial NC Election, if all Board Members are elected at large and no officers were elected, there must be a neutral facilitator that conducts the first part of the meeting to elect Officers to the Board. The Election Committee shall secure either DONE or a 3rd Party to facilitate the initial part of the meeting. The Election Committee shall create and post the agenda.

The Election Committee shall compose and send any and all Thank You letters _____ business/calendar days following the Election. For example; thank you's may be sent for the use of the facility or to the neutral third party to each of the volunteers, etc...

ELECTION CHECK LIST

- ***Be sure to work with your DONE Representative in preparing for your Election. Be aware that many of the items on the list require advance notice to acquire/secure and you will need to request items in advance in order for them to be prepared and ready for your Election Day.***

Polling Location(s)
Election Polling Hours
Civic Center Permit (LAUSD Location)
Map Layout of Room Set Up

Set Up Crew
Clean Up Crew

Directional Signs
Parking Signs

Tables
Chairs
Microphones

Ballots (Color Coded by Region/Area/District)
Ballot Box(es)
Ballot Box Lock(s)
Tally Sheets
Election Booth(s) or Equivalent

Pens
Golf Pencils/Pencils
Clip Boards
Markers
Dry Erase Markers
Sharpies
Scotch Tape
Masking Tape
Push Pins
Paper Clips
Rubber Bands
Paper Tablet(s)
Stapler/Staples
Scissors

Sign In Sheets
Stakeholder Verification Forms
Stakeholder Registration Forms

Boundary Maps (Multiple Copies)
Regional/Area Maps (Multiple Copies)
Bylaws (Multiple Copies)
Election Procedures (Multiple Copies)
Plan for a Citywide System of NCs (Multiple Copies)
Brochures (Multiple Copies)
List of Candidates/Candidate Statements (Multiple Copies)

Easel(s)
Butcher Paper
Boundary Map(s) (On Poster Board 36 x 47)
Regional/Area Map(s) (On Poster Board 36 x 47)

Volunteers
Shift Designations of time for each Volunteer to work
Volunteer Sign In Sheet
Volunteer Name Tags
Written Out Volunteer Instructions

Translator
Translation Equipment
Translation Equipment Check Out Sheets

PowerPoint Projector
Projection Screen
Laptop
Extension Cord

Neutral Third Party
DONE Staff

Refreshments for Volunteers