



## Westwood Neighborhood Council 2010 Candidate Filing Packet

### THIS CANDIDATE FILING PACKET CONTAINS THE FOLLOWING:

- Candidate Filing Form
  - Board Seat Descriptions
  - Map
  - Ballot Voting Model
- Candidate Statement
- List of Acceptable Forms of Documentation
- Candidate Guidelines
- Notice of Withdrawal
- Important Reminders

### Return Checklist:

Please make sure to have the following required items ready when submitting your Candidate Filing Packet:

#### **REQUIRED**

- Completed Candidate Filing Form
- Two forms of documentation that confirm your stakeholder status for the Board Seat you are seeking.

#### **OPTIONAL**

- Candidate Statement

For questions regarding acceptable forms of documentation for the position you are running for, please contact our office at (213) 978-0444 or (888) 873-1000.

# Westwood Neighborhood Council 2010 Candidate Filing Form

**ATTENTION:** All candidates whose names will appear on the ballot must complete and submit this form with the Office of the City Clerk-Election Division by **April 27, 2010**. Any Candidate Filing Forms not submitted by close of business on April 27, 2010 will be considered Write-in Candidate Filing Forms. Write-in Candidate Filing Forms can be filed at the Office of the City Clerk-Election Division from **April 28, 2010 through May 27, 2010**. Any Candidate Filing Forms received after close of business on May 27, 2010 will not be processed. All candidates must provide documentation and any other applicable identification to establish their stakeholder status for the position for which they are applying by this deadline, otherwise their filing will not be complete. Refer to the List of Acceptable Forms of Documentation included in this packet. For more information regarding this form, please call (213) 978-0444.

## CANDIDATE INFORMATION

(PLEASE PRINT CLEARLY)

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## STAKEHOLDER CATEGORY

(PLEASE PRINT CLEARLY)

### I AM A WESTWOOD NEIGHBORHOOD COUNCIL STAKEHOLDER BECAUSE:

(Stakeholder status is based on the stakeholder status you select in this section.)

I AM A RESIDENT OF THE NEIGHBORHOOD COUNCIL (NC) AND LIVE AT:

\_\_ See address above

\_\_ Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

I OWN A BUSINESS IN THE NC AT: OR  I WORK IN THE NC AT:

Name of Business or Place of Work: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

I OWN PROPERTY IN THE NC AT:

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_

I HAVE A VESTED INTEREST IN THE NC BASED ON THE FOLLOWING FACTUAL BASIS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER: \_\_\_\_\_

Address: \_\_\_\_\_

I QUALIFY FOR THE FOLLOWING NC BOARD CATEGORY:

- Please see the Board Seat Descriptions, Map and Ballot Voting Model to assist you in identifying the Board seat you are eligible to seek.
- You can run for no more than one Board seat.

\_\_\_\_\_  
(WRITE BOARD POSITION NAME HERE)

**I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE FILLED OUT BY ELECTION DIVISION STAFF

Candidate

Write-In Candidate

Documentation: (ID) \_\_\_\_\_ (STATUS) \_\_\_\_\_

Verified by (print): \_\_\_\_\_

Signature of Verifier: \_\_\_\_\_ Date: \_\_\_\_\_

Westwood Neighborhood Council

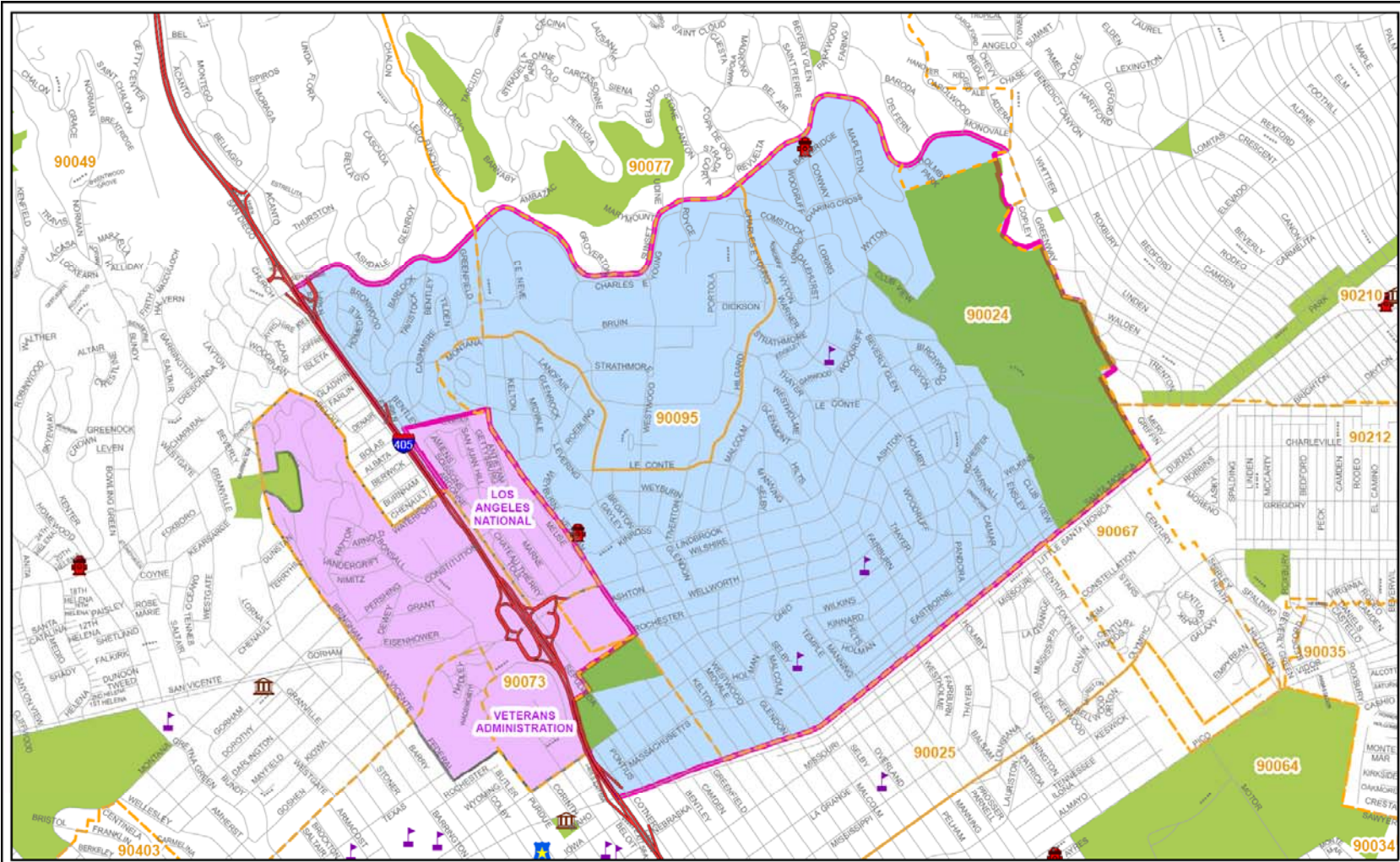
## WESTWOOD NEIGHBORHOOD COUNCIL BOARD SEAT DESCRIPTIONS

**The following chart contains information regarding board seats for this election**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Seats 1-4: Owner Residential Group Directors Term: 2 years for the 4 highest vote getters	4	Elected	Stakeholders who reside in single owner-occupied dwellings or own residential property within the WWNC boundaries and who are 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seats 5-8: Rental Residential Group Directors Term: 2 years for the 4 highest vote getters	4	Elected	Stakeholders who rent their residence within the WWNC boundaries and who are 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seats 9-12: Business Group Directors Term: 2 years for the 4 highest vote getters	4	Elected	Stakeholders who own, operate or work for businesses within the WWNC boundaries and who are 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 13: Student Director Term: 2 years	1	Elected	Stakeholder who is currently enrolled full-time as an undergraduate or graduate student in a university or college and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 14: Faculty or Staff Director Term: 2 years	1	Elected	Stakeholder who works full time as a faculty or staff member of a university or college and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Seat 15: Educational Community Director Term: 2 years	1	Elected	Stakeholder who must currently be a parent, teacher or administrator in the K-12 school community, public or private, within the WWNC boundaries and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 16: Non-Profit/Arts/Culture/Recreational Community Director Term: 2 years	1	Elected	Stakeholder who is a member of, or works with a non-profit, arts or cultural organization located within the WWNC boundaries and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 17: Faith based Community Director Term: 2 years	1	Elected	Stakeholder who is currently a leader such as clergy, laity, staff, or volunteer in a faith based institution located within the WWNC boundaries.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 18: At Large Director Term: 2 years	1	Elected	Stakeholder who lives, works, owns property or declares a stake within the WWNC boundaries and affirms the factual basis for it and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.
Seat 19: At Large Director Term: 2 years	1	Elected	Stakeholder who lives, works, owns property or declares a stake within the WWNC boundaries and affirms the factual basis for it and who is 17 years or older.	Stakeholders who live, work, own property or declare a stake within the WWNC boundaries and affirm the factual basis for it and who are 17 years or older.

# WESTWOOD NEIGHBORHOOD COUNCIL MAP



## Westwood

COUNCIL DISTRICT: 05, 11  
 Election Division  
 NCE Section  
 (213) 978-0001  
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



NOT TO SCALE



ANTONIO R. VILLARAIGOSA  
MAYOR

## WESTWOOD NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
CITY OF LOS ANGELES



Office of the City Clerk  
Election Division



Office of the City Clerk  
Systems Division

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 Streets Copyright (C) 2008 Thomas Bros. Maps

# **WESTWOOD NEIGHBORHOOD COUNCIL (WWNC) BALLOT VOTING MODEL**

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The Ballot Voting Model is based on the bylaws and the Stipulations Language Worksheet for the Neighborhood Council and shall be used as the basis for distributing ballots on Election Day and as part of the Vote-By-Mail process.

The WWNC Ballot Voting Model has three (3) ballot types. Stakeholders can only claim one (1) stakeholder status and will be issued one (1) ballot.

## **1) WWNC OWNER RESIDENTIAL BALLOT**

Stakeholders who live, work, or own property within the WWNC boundaries, or those who declare a stake in the area within the WWNC boundaries and affirm the factual basis for it can only vote for the following races:

- Seat 1, Seat 2, Seat 3 and Seat 4: Owner Residential Group Directors – Vote for one (1)
- Seat 13: Student Director – Vote for one (1)
- Seat 14: Faculty or Staff Director – Vote for one (1)
- Seat 15: Educational Community Director – Vote for one (1)
- Seat 16: Non-Profit/Arts/Culture/Recreational Community Director – Vote for one (1)
- Seat 17: Faith based Community Director – Vote for one (1)
- Seat 18 and Seat 19: At Large Directors – Vote for up to two (2)

## **2) WWNC RENTAL RESIDENTIAL GROUP BALLOT**

Stakeholders who live, work, or own property within the WWNC boundaries, or those who declare a stake in the area within the WWNC boundaries and affirm the factual basis for it can only vote for the following races:

- Seat 5, Seat 6, Seat 7 and Seat 8: Rental Residential Group Directors – Vote for one (1)
- Seat 13: Student Director – Vote for one (1)
- Seat 14: Faculty or Staff Director – Vote for one (1)
- Seat 15: Educational Community Director – Vote for one (1)
- Seat 16: Non-Profit/Arts/Culture/Recreational Community Director – Vote for one (1)
- Seat 17: Faith based Community Director – Vote for one (1)
- Seat 18 and Seat 19: At Large Directors – Vote for up to two (2)

## **3) WWNC BUSINESS GROUP BALLOT**

Stakeholders who live, work, or own property within the WWNC boundaries, or those who declare a stake in the area within the WWNC boundaries and affirm the factual basis for it can only vote for the following races:

- Seat 9, Seat 10, Seat 11 and Seat 12: Business Group Directors – Vote for one (1)
- Seat 13: Student Director – Vote for one (1)
- Seat 14: Faculty or Staff Director – Vote for one (1)
- Seat 15: Educational Community Director – Vote for one (1)
- Seat 16: Non-Profit/Arts/Culture/Recreational Community Director – Vote for one (1)
- Seat 17: Faith based Community Director – Vote for one (1)
- Seat 18 and Seat 19: At Large Directors – Vote for up to two (2)

**Summary:**

- The WWNC has 19 board seats. All **19** are elected.
- Stakeholders will use **Self-Affirmation** as a means of establishing their stakeholder status.
- Minimum stakeholder voting age is **17**.
- The WWNC has no voting districts within their boundaries.
- The WWNC Board has a two-year term.
- Candidates can run for no more than one Board seat.

Should you have any questions regarding this voting model, please call the City Clerk - Election Division at (213) 978-0444. For more Neighborhood Council election information, visit our website at: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

**Westwood Neighborhood Council  
Candidate Statement**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

All candidates have the option of submitting a Candidate Statement as part of their Candidate Filing Packet. Every candidate must adhere to the following guidelines when submitting a Candidate Statement:

- Must fit in the designated area below;
- Must not exceed 150 word count limit;
- Must be at least 12-point font (if typed);
- Must be submitted no later than **MAY 27, 2010**; and,
- May not include any pictures, profanity or comments about any other candidate.

Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria. Candidate Statements will be posted on the City Clerk's website and at the polling place on Election Day.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# **City Clerk - Election Division**

## **Neighborhood Council Election**

### **Acceptable Forms**

#### **of**

### **Documentation**

***\*Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Office of the City Clerk - Election Division has sole discretion on the acceptability of any document presented.***



## NEIGHBORHOOD COUNCIL ELECTION LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of ID. Neighborhood Councils that have chosen “Self-affirmation” to identify stakeholders, will not require ID in order to vote.

### **HOMEOWNER REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of homeownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council’s boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you own residential property within the boundaries of the Neighborhood Council.

#### **List A**

- Valid CA Driver’s License
- Valid CA Identification Card

#### **List B**

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- Los Angeles (L.A.) County Property Tax Bill
- Mortgage statement
- Recent utility bill
- Home Owner’s Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

## **RENTER/TENANT REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you rent within the boundaries of the Neighborhood Council.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card

### **List B**

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- A copy of residential lease or rental agreement (contract)
- Rent receipt
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

## **RESIDENTIAL REPRESENTATIVE**

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A, **or** two from List B. One of the IDs on List B must prove that you reside within the boundaries of the Neighborhood Council.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card

### **List B**

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- A copy of residential lease or rental agreement (contract)
- Los Angeles (L.A.) County Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner's Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

***\*Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat.***

## **BUSINESS/COMMERCIAL**

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs on List B must prove that you work or own a business in the Neighborhood Council.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- California (CA) State Board of Equalization resale certificate showing name
- Business letterhead and business card showing name address of business
- Social Security Card
- Work permit
- Pay stub showing name and address of business
- Pay check showing name and business name
- A letter from employer verifying employment
- A letter from Business Improvement District (BID) with your address
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Current utility bill
- Magazine/newspaper subscriptions showing business address
- A website showing your business name and address
- Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council

## **RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS**

The following forms of documentation shall be accepted as proof of employment/participation in Religious Institutions, Schools, and Community-Based Organizations such as non-profits, etc. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs from List B must prove that you participate or work in a Community-Based Organization, School or Religious Institution in the Neighborhood Council.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

### **List B**

- Pay stub showing name and address of institution and organization
- Pay check copy showing name and address of institution or organization
- Letter on letterhead from religious institution, educational institution, or Community organization (as applicable) stating the person is an active participant
- Business card from religious, educational or community based organizations
- Membership card or certificate with the institution/organization name and address
- Receipt of dues with the institution/organization name and address
- A church/synagogue/mosque flyer/weekly calendar/newsletter
- A printed copy of website showing you as a staff member (roster/picture)
- Other similar documentation evidencing that stakeholder works, owns and participates in the above-mentioned categories

## **MISCELLANEOUS GROUP SUCH AS VOLUNTEER/SERVICE GROUP**

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer/service group. Stakeholder needs to show at least one picture ID to verify identity.

- Pay stub showing name and address of volunteer/service group
- Paycheck showing name and address of volunteer/service group
- A letter on letterhead from volunteer/service group or organization
- Membership card or certificate with the volunteer/service group or organization name and address
- Other similar documentation evidencing that stakeholder works or participates in a volunteer/service group or organization

## **DISTRICT/AREA/ZONE REPRESENTATIVE**

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) Stakeholder will need to show one Picture ID and a supplemental ID or two supplemental IDs; one of these must prove his/her stakeholder claim within the district/zone/area.

- Valid CA Driver's License or Identification Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- Valid Passport
- Social Security Card
- A copy of residential lease or rental agreement (contract)
- LA County Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner's Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk
- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- Business letterhead or business card showing name address of business
- Pay stub or paycheck showing name and address of business
- A letter from employer verifying employment
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Magazine/newspaper subscriptions showing address
- A website showing your business name and address
- A letter on letterhead from an organization or institution stating that person is an active participant
- Receipt of dues with the institution/organization's name and address
- Organization's newsletter or flyer
- Souvenir from institution/organization with name and address
- Award or certificate given to you by the organization or institution with name and address
- Other similar documentation providing proof of occupancy/tenancy
- Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council
- Other similar documentation that provides evidence that stakeholder participates in an organization, institution, or church in the district/area/zone of the Neighborhood Council

## **SENIOR REPRESENTATIVE**

**Age Specific Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). A stakeholder will need to show one proof from List A **or** two from List B.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport

### **List B**

- Birth Certificate
- Senior pass
- Senior discount cards
- AARP membership cards
- Membership card for a senior center
- Medicare card
- Other similar documentation evidencing that stakeholder is a senior citizen

**Participation Requirement Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves Seniors in order to vote or run for the Senior Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Picture ID (work, school, club, credit card, etc.)

### **List B**

- Pay stub showing name and address of senior service center
- Paycheck showing name and address of senior service center
- A letter on letterhead from senior service group or organization
- A letter on letterhead from Adult Day Health Care Center
- Business card with name and address of Adult Day Health Care Center
- Membership card or certificate with the senior service group or organization name and address
- Other similar documentation evidencing that stakeholder works or participates in a senior service group or organization



## **YOUTH REPRESENTATIVE**

**Age Specific Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. A stakeholder will need to show one proof from List A **or** two from List B. One of the IDs from List B must prove age.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid school ID with address and date of birth (DOB)

### **List B**

- Birth Certificate
- A letter from a Community Police Advisory Board (CPAB) in the area
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation evidencing that stakeholder is a youth

**Participation Requirement Category:** First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

### **List A**

- Valid CA Driver's License
- Valid CA Identification Card

### **List B**

- Valid Passport
- Valid picture ID (school, work, gym, club, credit card, etc.)
- A letter from a CPAB in the area
- Business card from youth organization or group
- Pay stub from youth organization or group
- Pay check from youth organization or group
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation evidencing that stakeholder is a youth

### **PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE**

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of employment, participation, and membership in any of these areas. Stakeholder needs to show one Picture ID **or** two forms of ID to prove identity. At least one form of ID must show participation, employment or interest in an environmental organization.

- Picture ID (work ID, school ID, club ID, membership ID, etc.)
- Valid CA Driver's License or identification card
- Passport
- Membership card for an environmental organization
- Pay stub/pay check showing name and address of park/environmental group or organization
- A letter on letterhead from park/environmental group or organization
- Business card from park/environmental group or organization
- Certificate with the group/organization name and address
- Receipt of dues with the group/organization name and address
- Environmental magazine subscription with your name and address
- Other similar documentation evidencing that stakeholder works, participates or shows interest in an environmental group/organization

### **HORSE OWNER REPRESENTATIVE**

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of horse ownership. Stakeholder needs to show one Picture ID or two forms of ID to prove identity. At least one form of ID must prove horse ownership.

- Picture ID (work ID, school ID, club ID, gym ID, credit card, etc.)
- Valid CA Driver's License
- Valid CA Identification Card
- Passport
- Membership card for a horse owners club
- Certificate of ownership
- A copy of a horse stable boarding agreement with owner's name
- Receipt from veterinarian with owner's name

### **AT-LARGE SEAT**

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Factual Basis Seat.

- Valid CA Driver's License
- Valid CA Identification Card
- Picture ID (work ID, school, gym, club, credit card, etc.)
- Valid passport
- A copy of residential lease or rental agreement
- Social Security Card
- Los Angeles (LA) County Property Tax Bill
- Pay stub showing name and business name
- Paycheck showing name and business name
- Mortgage statement or rent receipt
- Current utility bill
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Any person who declares an interest on a factual basis on the neighborhood may run and vote for this seat

### **FACTUAL BASIS STAKEHOLDER SEAT**

A stakeholder who declares a stake in the neighborhood and affirms the factual basis for it may run or vote for this seat.

- Valid CA Driver's License
- Valid CA Identification Card
- Picture ID (work ID, school, gym, club, credit card, etc.)
- Valid passport
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Receipts from businesses within the neighborhood

### **HOMELESS REPRESENTATIVE**

A stakeholder who is homeless within the neighborhood may run or vote for this seat.

- Valid CA Driver's License
- Valid CA Identification Card
- A letter from shelter
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Receipts from businesses within the neighborhood

***\*Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. The City of Los Angeles, Office of the City Clerk - Election Division has sole discretion on the acceptability of the document presented. If a voter does not have proof of Stakeholder status, then the voter will vote provisionally.***



## **The Office of the City Clerk – Election Division 2010 Neighborhood Council Election Candidate Guidelines**

1. You may run for any Neighborhood Council (NC) Board Seat if you meet the candidacy requirements for the seat you are seeking.
2. You shall not distribute Vote-By-Mail (VBM) Applications.
3. You shall not be involved in the collection of VBM Applications.
4. You shall not use the City of Los Angeles Seal, City of Los Angeles Letterhead, the Office of the City Clerk Seal, the Election Division Logo, the Department of Neighborhood Empowerment (DONE) Logo or any other official NC designation created by DONE.
5. You shall not receive endorsements from the governing board of the NC.
6. You may receive endorsements from individual board members, acting as individual stakeholders.
7. You shall not use City facilities, equipment, supplies or other City resources for campaigning activities.
8. You shall not engage in negative campaigning (“mudslinging”) during your campaign.
9. You shall not post handbills on public property. You must observe all handbill posting laws (Sec. 28.04 Los Angeles Municipal Code).
10. You shall not engage in electioneering.
11. You may ask questions about election procedure and observe the election process.
12. You may report any illegal or fraudulent activity to the City Clerk - Election Division.
13. You shall adhere to all NC Election policies established by the City Clerk - Election Division.
14. You shall notify the City Clerk - Election Division if your stakeholder status changes, thereby disqualifying you from the NC seat you are seeking.



## NOTICE OF WITHDRAWAL

I, \_\_\_\_\_, without qualification, hereby officially withdraw my candidacy for the \_\_\_\_\_ Board Position at the upcoming Westwood Neighborhood Council Election to be held on June 26, 2010.

I hereby authorize the Office of the City Clerk - Election Division to remove my name from the list of qualified candidates for the \_\_\_\_\_ Board Position of the Westwood Neighborhood Council.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
(Signature of Candidate)

**Note:** A Notice of Withdrawal is effective when it is filed with the Office of the City Clerk - Election Division by the Candidate Withdrawal deadline, 60 days prior to the established Election Day for Candidates appearing on the ballot and 30 days prior to the established Election Day for Write-in Candidates. Return this completed form to: City Clerk - Election Division, 555 Ramirez Street, Space 300, Los Angeles, CA 90012 or via fax to: (213) 978-0376.

**Westwood Neighborhood Council**



## IMPORTANT REMINDERS

Please read the Westwood Neighborhood Council 2010 Election Procedures carefully for election rules and regulations. Copies are available for a fee upon request or can be downloaded free of charge from the City Clerk – Election Division website.

Candidate Filing Packets and all verifying forms of documentation must be received at the Election Division Office by 5:00 p.m. on the following dates:

- **Candidate Filing Deadline: TUESDAY, APRIL 27, 2010**
- **Write-in Candidate Filing Deadline: THURSDAY, MAY 27, 2010**

Candidate Statements must be received at the Election Division Office by 5:00 p.m. on the following date:

- **Candidate Statement Deadline: THURSDAY, MAY 27, 2010**

Notice of Withdrawal must be received at the Election Division Office by 5:00 p.m. on the following dates:

- **Candidate Withdrawal Deadline: TUESDAY, APRIL 27, 2010**
- **Write-in Candidate Withdrawal Deadline: THURSDAY, MAY 27, 2010**

## IMPORTANT CONTACT INFORMATION

### ELECTION DIVISION MAILING ADDRESS

City of Los Angeles  
Office of the City Clerk - Election Division  
Piper Technical Center  
555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA 90012

### PHONE AND FAX NUMBERS

Phone: (213) 978-0444 or (888) 873-1000  
Fax: (213) 978-0376

### EMAIL ADDRESS

Clerk.Election@lacity.org

### WEBSITE

<http://cityclerk.lacity.org/election/ncdocs/website.pdf>