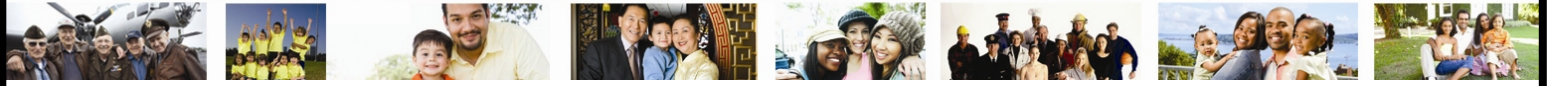


# Office of the City Clerk Election Division



## Neighborhood Council Election Development Group

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In preparation for the 2010 Neighborhood Council Elections, the City Clerk, Election Division invites you and your neighborhood council board members to participate in the Neighborhood Council Election Development Group (NC EDG).

As the City Clerk, Election Division develops its processes and materials, we invite all Neighborhood Council leaders, stakeholders, and interested parties to provide us their feedback. So as to provide a forum to collect this feedback, we will be convening a series of meetings.

Each NC EDG meeting will be focused on specific election issues and documents. Participants will be asked to engage in timed discussion on each issue. Upon completing the timed discussion, attendees will be asked to vote on the issue. A list of the general meeting protocols is listed below:

- Issues will only be discussed at their scheduled meeting
- People will be asked to limit their comments to the issue being discussed
- Reconsideration of an issue discussed at a previous meeting will not be allowed, but we will accept people's suggestions on the topic in writing
- Individuals will be asked to limit their comments to two minutes per issue
- Discussion will be limited to 15 minutes per issue, plus an additional five minutes if approved by a majority of the attendees
- Exact language **will not** be discussed as it will take too long to come to a consensus
- Final list of policies adopted by the committee will be taken into consideration by the City Clerk
- Language will be created for the policies and reviewed by City Attorney
- Where a policy is rejected by the City Clerk, the City Clerk will provide justification and post it to the NC Election website

All meetings will be convened at:

Election Division  
555 Ramirez Street, 3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA 90012  
8:30 a.m. to 11:00 a.m.

The dates and issues to be discussed at each NC EDG meeting are listed on the back of this flyer. Should you have any questions, to RSVP or make parking arrangements, please call our office at (213) 978-0444. If you need language assistance at the NC EDG meetings, please contact the City Clerk - Election Division by calling the City Clerk - Election Division by calling (213) 473-6805 at least 48 hours before the event.

*Si necesita asistencia en otro idioma, por favor comuníquese con nuestra oficina con 48 horas de anticipación llamando al (213) 473-6805.*

# Meeting Schedule

Below, you will find the upcoming list of Neighborhood Council Election Unit Meeting dates. Each date will include a list of all the items to be discussed on that day.

## **April 11, 2009 - Default Citywide Election Values**

Participants will select default election values to be applied to 2010 Election Procedures where the NC has not defined the values in their 2010 NC Election Procedures Stipulation Worksheet.

- Minimum voting age
- Maximum positions a candidate can run for
- Filling vacancies on the board
- Board terms
- Official position description
- Voting models
- Stakeholder status
- District voting methods
- Voter Identification (ID) Requirement

## **April 18, 2009 - Policy Meeting - Operations**

Participants will discuss NC Election policies related to operational deadlines that apply to Vote-By-Mail (VBM), candidate filing and polling place selection.

- Deadline for submitting revised bylaws
- Endorsement of 2010 Election Procedures
- Candidate filing process and deadlines
- Candidate statements
- VBM application process
- VBM ballot reissue
- Polling place selection process
- Provisional voting
- Mailer distribution
- NC maps and district lines

## **May 2, 2009 - Policy Meeting – Efficiency and Integrity**

Participants will discuss information requests to the City Clerk and policies related to maintaining the integrity of the polling place and election results.

- Front counter information requests
- Public Records Act requests
- Candidate forums
- Electioneering
- Vacancy Clause
- Exit polls/surveys
- Election observers
- Video/photography in the polling place
- Seating newly elected boardmembers
- Recounts
- Translation Requests **NEW**
- Mailer development

## **May 9, 2009 - 2010 Election Procedures Template Development (Articles 1-15)**

Participants will discuss Articles 1-15 of the 2010 Election Procedures Template.

- Definitions
- Election Benchmark Dates
- Provisional Voting
- Candidate Filing
- Candidate Change of Status
- Campaigning
- Polling Place Operations
- Vote-By-Mail
- Ballot Design
- Canvass, Issuance of Results, Certification of Election

## **May 16, 2009 - 2010 Election Procedures Template Development (Articles 16-20 and Attachments)**

Participants will discuss Articles 16-20 of the 2010 Election Procedures Template. Additionally, participants will have an opportunity to review Attachments A and B and provide input on 2008 NC Election forms and documents.

- Election Procedures Endorsement Process
- Mail Distribution
- Recounts
- Challenges
- Disposition of Election Records
- Attachment A
- Attachment B
- Incorporating the Department of Neighborhood Empowerment's Grievance Pool
- Input on 2008 NC Election forms and documents (including ballots, Candidate Filing Forms, VBM Applications, Stakeholder Registration Form, Provisional Ballot Envelope, first and second mail pieces)

## **June 6, 2009 - NC EDG Feedback Meeting **NEW DATE****

Participants will discuss how to improve the NC EDG process for the future and how to continue to work closely together to distribute information to NCs throughout the election process.

For more information, please visit our website: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>