



2025 NEIGHBORHOOD COUNCIL ELECTION HANDBOOK



VERSION DATE: May 16, 2024

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INTRODUCTION

The Neighborhood Council (NC) Board Member Elections will be held in the spring of 2025 via an all Vote-By-Mail (VBM) election model. This handbook provides voters, candidates, and NC participants with important information about the election process, including the candidate filing and VBM operations.

For 2025, the Office of the City Clerk (City Clerk) will continue to oversee election operations, while the Department of Neighborhood Empowerment (EmpowerLA) will oversee awareness, engagement, and election outreach. Both the City Clerk and EmpowerLA look forward to the 2025 NC Elections and will work closely with each NC to ensure that all NC elections are a success.

For more information about NC elections, visit the City Clerk's Election Division website at clerk.lacity.gov/ncelections or call our office at (213) 978-0444 or toll free at (888) 873-1000.

For more information about awareness, engagement, and election outreach, visit EmpowerLA's website at empowerla.org or call at (213) 978-1551.

Office of the City Clerk

Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnc@lacity.org

Department of Neighborhood Empowerment

Main Office
Los Angeles City Hall
200 N. Main Street, 20th Floor
Los Angeles, CA 90012

Email: NCsupport@lacity.org

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.

1. WHO IS INVOLVED IN NC ELECTIONS

1.1 The Office of the City Clerk (City Clerk)

The City Clerk will serve as the primary Election Administrator for the 2025 NC Elections.

In accordance with Los Angeles Administrative Code Section 20.36, the City Clerk and Empower LA are authorized to conduct NC elections and authorized to promulgate any election procedure, rule, regulation, or issue any directive or moratorium necessary for that portion of the elections it administers, including the promulgation of any procedures, rules, regulations, directives, or moratoria for the resolution of any election challenge.

Any election procedures, rules, or regulations promulgated by the City Clerk are hereby applied to all NC Bylaws by reference. While our office is committed to adhering to all election language stipulated in the bylaws, the City Clerk's election rules and regulations shall take precedence over any inconsistent language in the NC's Bylaws.

1.2 City Clerk Election Administrators (EAs)

City Clerk staff will serve as Election Administrators (EAs) for the 2025 NC Elections. Throughout the election year, EAs will be responsible for the following tasks:

1. Serving as the primary liaison between NCs, the City Clerk, EmpowerLA, and stakeholders;
2. Conducting all NC elections in accordance with citywide rules outlined in this handbook and other procedures established by the City Clerk, NC Bylaws, and any governing City or State laws and regulations (e.g., California Public Records Act);
3. Reviewing and understanding NC Bylaws, as they relate to the conduct of elections;
4. Drafting voting models and sample ballots based on voter eligibility requirements in each NC's Bylaws;
5. Processing election documents issued by the City Clerk;
6. Assisting the City Clerk's Public Services Section with the NC candidate filing process, including candidate filing challenges;
7. Providing VBM information to NCs; and

8. Processing post-election NC challenges and inquiries, when necessary.

Overall, an EA is expected to work closely and communicate with their assigned NCs, either through an Election Committee or with the NC board.

1.3 Additional City Clerk Duties

Additional City Clerk staff will be responsible for the following administrative operations:

1. Updating the City Clerk's website and providing systems maintenance;
2. Processing and certifying NC candidate applications;
3. Designing, testing, and tallying NC ballots;
4. Processing VBM applications; mailing and receiving NC ballots;
5. Convening Independent Grievance Panels to process post-election NC challenges, when necessary;
6. Certifying and posting NC election results; and
7. Processing public records requests.

1.4 Department of Neighborhood Empowerment (EmpowerLA)

EmpowerLA is the City Department responsible for awareness, engagement, and election outreach for the neighborhood council system. In so doing, it advances its mission to make municipal government more responsive to local needs. EmpowerLA's Neighborhood Empowerment Advocates (NEAs) and Inclusive Engagement Advocates (IEAs) help connect NCs and City government by holding workshops and training on public engagement for both NCs, City staff and community-based organizations. NEAs/IEAs also provide NCs with support with the overall governance of their boards and provide guidance on permitted advocacy practices.

During this NC election cycle, EmpowerLA will be responsible for coordinating awareness, engagement, election outreach and candidate recruitment. It accomplishes this in collaboration with each NC through one-on-one meetings and workgroups.

1.5 Neighborhood Councils (NCs)

Neighborhood Councils form a grassroots level of the City of Los Angeles government. The system was created to connect Los Angeles' diverse communities to City Hall and was established in 1999 by an amendment to the City Charter.

Each NC operates according to the City Charter, Administrative Code, Plan for a Citywide System of Neighborhood Councils, and Bylaws that define the NC's governing board structure, geographical boundaries, and candidate and voter eligibility requirements. NCs also operate according to the Board of Neighborhood Commissioners policies, directives issued by EmpowerLA and the City Clerk, and applicable municipal ordinances.

NC board members are unpaid volunteer(s), who serve on boards to monitor the delivery of City services to their communities and its stakeholders as well as present budget priorities to the Mayor and City Council. NC board members are not elected officials. NCs advocate to the City for their communities on critical issues like planning and land use, homelessness, and emergency preparedness.

The City Clerk's EAs will work closely with NCs either through their Election Committees or through other designated representatives, on assuring each NC election is conducted fairly and according to procedure.

Bylaw amendments must be finalized and approved by **July 1, 2024**, for election related revisions to be applied in the 2025 election cycle. **Any board structure changes made after the deadline date may not be applied to the upcoming NC election cycle.**

1.6 Stakeholders

NC membership is open to all Stakeholders. Los Angeles Administrative Code section 22.801, defines a "Stakeholder" shall be any individual who:

- (1) Lives, works, or owns real property within the boundaries of the NC; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of, or participates in, a Community Organization within the boundaries of the NC.

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the NC for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

All stakeholders, when running as a candidate or voting, must specify a qualifying address or location within the NC's boundaries to participate. Stakeholder qualifications cannot be based on participation occurring outside of a given NC's boundaries.

Throughout this handbook, the terms "candidate" and "voter" may be used in place of "stakeholder."

2. NC ELECTION DATES

2.1 Regional Election Schedule and Timelines

All NC elections will take place between March and June in 2025. As in previous NC elections, NCs will be assigned to geographical regions, in groups of six to ten NCs, with each region holding their elections on the same day.

1. The City Clerk - Election Division office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.
2. When a deadline falls on a Saturday, Sunday, or a religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.
3. Candidate filing applications, VBM applications, or other required documentation must be submitted no later than **11:59 p.m. Pacific Time Zone (PST) on actual filing deadline days.**

For more information on NC election regions and election dates, refer to **Attachment A: 2025 Neighborhood Council Regional Election Schedule.**

For more information on NC regional election timelines, which includes important election deadlines, refer to **Attachment B: 2025 NC Election Timeline.** The 2025 NC Election Timeline is also available on the City Clerk's Election Division website at clerk.lacity.gov/ncelections

3. THE CANDIDATE FILING PROCESS

3.1 Candidate Filing Information - First Steps

The City of Los Angeles encourages all stakeholders to participate in the 2025 NC Elections. Any stakeholders interested in running for a NC board seat should consider taking the following steps:

1. Find out which NC they belong to by entering a qualifying address here: <https://empowerla.org/city-map/>.
2. Attend a NC meeting and subscribe to the NC's Early Notification System to receive the NC's meeting agendas at: <https://lacity.gov/government/subscribe-agendas/neighborhood-councils>
3. Review the NC's Bylaws to understand NC's board structure and seat qualifications. It is the candidate's responsibility to know and select the seat they are running for. Board seat qualifications are defined in Article V (Governing Board) and Attachment B (Governing Board Structure and Voting) in all NC Bylaws. All current NC Bylaws can be found on **EmpowerLA's website** at: <https://empowerla.org/councils/>.
4. Review the NC's election timeline in **Attachment B: 2025 NC Election Timeline** or on the City Clerk's Election Division website at clerk.lacity.gov/ncelections for more information on important deadlines.
5. Complete a Candidate Filing Application and provide the City Clerk with all of the information and documentation required for candidate certification. Once certified, all candidates will be expected to review and adhere to the Candidate Guidelines below (**3.13 Candidate Guidelines**).
6. Review **Attachment C: NC Leadership Orientation Board Service Policy** and become familiar with the roles and responsibilities of board members.

3.2 Right to Run for a NC Board Seat

Stakeholders cannot be denied the opportunity to run for a board seat for which they can prove eligibility, unless otherwise prohibited by NC's Bylaws, City laws, or regulations. (e.g. term limits, age requirements).

Documented or undocumented individuals are eligible to serve on NC boards. Board service is open to all stakeholders of the community. Refer to section **1.6 Stakeholders** for stakeholder definition.

NCs cannot prevent stakeholders from serving on multiple boards.

Unless otherwise stated by the NC's Bylaws, youth candidates must meet age eligibility at time of election and will be able to complete the term even if they pass age eligibility once seated.

3.3 Candidate Filing Period

The candidate filing period will begin 123 days before Election Day and will last for 45 days. All candidate filing and candidate challenge deadlines will end at 11:59 p.m., PST. Refer to **Attachment B: 2025 NC Election Timeline** for specific candidate filing dates.

3.4 Completing a Candidate Filing Application

Stakeholders interested in running for a NC board seat must complete a Candidate Filing Application online or by paper application, and submit it to the City Clerk's office for review and verification.

Candidates can complete and submit a Candidate Filing Application online at <https://clerkappsele.lacity.org/NCElection> or obtain a paper application from the City Clerk's website. Paper applications may be submitted by mail, email, in person at City Clerk office, or by fax at the following:

Office of the City Clerk
Election Division

Email: clerk.election@lacity.org

Fax: (213) 978-0376

C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

When completing a Candidate Filing Application, candidates must provide all of the following information:

1. Neighborhood Council Name*
2. Board Seat Name*
3. Stakeholder Status (Live, Work, Own Property, or Community Interest)*
4. Name as it will appear on the Ballot*

5. Legal First and Last Name*
6. Date of Birth
7. Telephone Number
8. Email Address*
9. Qualifying Address
10. Mailing Address
11. A photo identification
12. Any documentation necessary to establish board seat eligibility
13. If submitting a paper application, a voter must also provide their signature

***THIS INFORMATION IS CONSIDERED PUBLIC AND SUBJECT TO LIMITED DISCLOSURE. PERSONAL ADDRESS AND PHONE NUMBERS WILL NOT BE DISCLOSED, UNLESS REQUIRED BY LAW.**

No title or degree, either before or after a candidate's name, shall appear on a ballot as part of the candidate's name.

The City Clerk will contact stakeholders who submit incomplete applications, however, the candidate is responsible for providing additional information or documentation by the deadline. Failure to do so may result in disqualification.

3.5 Qualifying Documentation

All candidates must submit identification and any applicable documentation to establish their eligibility for the board seat they are applying for. Candidates must submit all necessary documentation within three calendar days of the candidate filing deadline by 11:59 p.m., PST. The City Clerk will review each Candidate Filing Application and applicable documentation to determine if the candidate meets the NC's board seat qualifications, as stated in the NC's Bylaws.

Since there is a wide variety of NC board seats, the documentation required to qualify for these seats also vary. For an example of what type of documents may suffice, refer to [Attachment D: 2025 NC Elections Documentation Guide](#).

All candidates must acknowledge the NC Leadership Orientation Board Service Policy prior to certification. [Attachment C: NC Leadership Orientation Board Service Policy](#).

Once certified, any documentation submitted by the candidate will be deleted from the City Clerk's candidate filing system.

NOTICE: CANDIDATES WHO **DO NOT** SUBMIT A CANDIDATE FILING APPLICATION, SUBMIT DOCUMENTATION, RESPOND TO REQUESTS FOR ADDITIONAL INFORMATION, MEET SPECIFIC BOARD SEAT REQUIREMENTS NOR ACKNOWLEDGE THE LEADERSHIP ORIENTATION POLICY **WILL NOT BE** CERTIFIED.

3.6 NC Candidate Filing Portal and Instructions

Candidates who wish to complete a Candidate Filing Application online **must** first create an Angeleno Account at <https://angeleno.lacity.org/>. After creating an account, candidates can access the NC Portal to submit a candidate application. To access the NC Portal, complete the following steps:

1. Click on the 'Register Today' button and enter the following information:
 - a. Email Address
 - b. Password
 - c. First and Last Name
2. An email will be sent to the candidate confirming creation of the account. Candidates must verify their email address and activate account, by clicking "Activate Account" in the email.
3. Click 'Services' to access the NC Portal.

When creating a new account, it is strongly suggested that candidates write down their login information. The City Clerk does not have access to login information.

City Clerk staff will be available throughout the candidate filing period, during regular City business hours, to assist candidates with their filing.

3.7 Candidate Statement and Photo

Candidates will have the option of submitting a candidate statement and photograph, both of which will be posted on the City Clerk's website in random alphabetical order (the same order in which candidate first names will appear on the ballot). Candidates may submit their optional statement and photograph up to 35 days before Election Day.

The NC Candidate Filing Portal allows candidates a maximum of 1,000 characters for a candidate statement.

Candidate photos are restricted to 300x400 pixels.

3.8 Write-In Candidates

There will be no write-in candidates for the 2025 NC Elections.

3.9 Running in Multiple NCs or for Multiple Board Seats

Stakeholders may run as a candidate in multiple NCs as long as they meet each NC's board seat requirements. Within each NC, the Bylaws dictate the number of seats for which a candidate may run. Most NCs limit candidates to one seat. However, some NCs allow candidates to run for more than one seat.

3.10 Candidate Withdrawal

Candidates who choose to withdraw their name from the ballot must do so no later than 65 days before Election Day, by clicking the *Withdraw* button in the Candidate Filing Portal. If a candidate filed a paper Candidate Filing Application, they must contact the City Clerk to withdraw their name from the ballot. If a candidate withdraws from a contest, but wishes to run for another seat, they must refile through the Candidate Filing Portal or on a paper Candidate Filing Application no later than 78 days before Election Day.

Once a candidate withdraws, the candidate's name, statement, and photo will be removed from the City Clerk's webpage. Candidates who wish to withdraw after the withdrawal deadline must notify their NC of their request as their name will remain on the ballot. In the event a candidate wins a seat but does not wish to serve, the NC will need to take action to vacate the seat, which then must be filled by the NC, in accordance with their Bylaws. This type of post-election withdrawal will not be processed by the City Clerk. If a candidate expresses their intent to withdraw after the

withdrawal deadline but is elected to the seat, the candidate retains the right to be seated.

3.11 Certified List of Candidates

The City Clerk will post each NC's Certified List of Candidates 60 days before Election Day. Candidate contact information, including a candidate's name, telephone number, and email address will be provided to EmpowerLA and their NC for limited NC election purposes, such as to notify candidates of any candidate forum opportunities. NCs are prohibited from providing any candidate personal or contact information.

3.12 Candidate Forums

The City Clerk will not conduct nor participate in any NC Candidate Forums. A NC, if it so chooses, may host candidate forums prior to Election Day in accordance with guidance provided by EmpowerLA. NCs should consult with their NEA and possibly the Office of the City Attorney prior to proceeding with the administration of candidate forums.

3.13 Candidate Guidelines

All NC candidates will be provided with a set of guidelines:

1. Candidates must adhere to the guidelines prescribed in this Handbook and all other NC election policies and procedures established by the City Clerk and EmpowerLA.
2. Candidates may not use City or NC controlled buildings, equipment, supplies, funds, or other taxpayer resources for campaigning activities.
3. Candidates may not use the City of Los Angeles Seal (logo) or Letterhead, the EmpowerLA logo, the City Clerk logo, the NC logo, or any other official NC designation created by EmpowerLA in candidate photos or any candidate campaign material, which can include items such as hats, t-shirts, buttons, or signs.
4. Candidates may not receive endorsements from the governing NC board as a whole.
5. Candidates may receive endorsements from individual board members, acting as individual stakeholders. Board members that endorse a candidate must note that they are doing so in their individual capacity.

6. Candidates may not post handbills or any other campaign materials on public property.
7. Candidates may run as a slate on the condition that all participating candidates provide written consent to the slate organizer agreeing to participate.
8. Candidates should report any violation of these rules to the City Clerk.
9. Candidates must immediately notify the City Clerk and NC if their qualifying stakeholder status changes prior to the election, which may result in disqualification from the board seat they are seeking.

A violation of these guidelines could result in disqualification of candidates per sections **3.15: Candidate Challenges** and **3.16: Resolving Candidate Challenges**.

3.14 Board Affirmation and Loss of Quorum

In the event there are no candidates for a single NC board seat, that contest will be omitted from the Official Ballot.

In the event there are not enough candidates in a NC election or if there are no competitive contests (more candidates than the number of vacancies available) for all board seats after the List of Certified Candidates has been released, the election for the given NC will be suspended and canceled. Any candidates that have been certified will be seated by EmpowerLA through the Department's prescribed Board Affirmation process.

If there are not enough candidates to meet a quorum of the board, EmpowerLA will use the Board of Neighborhood Commissioners' Loss of Quorum policy to seat a new board.

3.15 Candidate Challenges

A candidate's eligibility to run for and serve on a NC board can be challenged by any NC stakeholder.

In order to file a candidate challenge, a stakeholder must provide the following information to the City Clerk:

1. Name
2. Telephone Number
3. Email Address
4. Justification for the candidate challenge
5. Documentation supporting the challenge claim

- a. Challenges filed without supporting documentation will not be accepted

A challenger's name and justification for the candidate challenge is subject to public disclosure under the California Public Records Act (See **Section 8: Public Records Requests**). Supporting documentation is subject to limited disclosure.

Candidate challenges can be submitted approximately 120 days before Election Day. The final day to submit a candidate challenge is 65 days before Election Day. The City Clerk must receive all candidate challenges by this deadline. All candidate filing challenges must be resolved 61 days before Election Day. Candidate challenges will not be reviewed until the challenged candidate has been certified. Candidate challenges, as they pertain to their eligibility, will not be accepted after the Candidate Challenge Period ends. Any other challenges related to candidates must be filed after Election Day. Refer to **Attachment B: 2025 NC Election Timeline** for exact dates.

Challenges must be submitted to the City Clerk online, in person, by mail, email, or fax at the following:

Office of the City Clerk
Election Division

Online Application:
<https://forms.gle/xxJ5sZvXGDDNx2Br7>

C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnc@lacity.org
Fax: (213) 978-0376

3.16 Resolving Candidate Challenges

The City Clerk will review all candidate challenge submissions that meet the criteria above. Once a determination is made concerning the candidate challenge, the City Clerk will notify the challenger and the candidate in question. If a candidate's certification is invalidated, and the document submission deadline (see **3.5 Qualifying Documentation**) has not passed, the candidate may provide additional documentation to support their eligibility claim.

If a candidate's certification is invalidated and the candidate does not provide additional documentation supporting their candidacy, or the candidate filing deadline has already passed, the candidate will be disqualified.

The City Clerk will serve as the final decision maker for all administrative reviews concerning the NC candidate filing process.

4. VOTING ELIGIBILITY

4.1 Stakeholder Voting Eligibility

Those that meet the stakeholder criteria per section [1.6 Stakeholders](#) and the criteria set forth in individual NC Bylaws, will be eligible to vote in NC elections.

Documented or undocumented individuals are allowed to vote in NC Elections. Voting is open to all stakeholders of the community.

4.2 Voting Age

In order to cast a ballot in the election, a voter must meet the voting age requirements set forth in each NC's Bylaws.

4.3 Self-Affirmation and Documentation Requirements

There are two stakeholder verification methods used in NC Elections: Self-Affirmation and Documentation-Required.

NCs that select a Self-Affirmation verification method require voters to affirm, under penalty of perjury, that they are eligible to vote in the NC's election. The voter will not be required to submit documentation to support this claim.

NCs that select a Documentation-Required verification method require voters to submit identification and documentation to corroborate their eligibility claim. Stakeholders who wish to participate in Documentation-Required NC elections may refer to [Attachment D: 2025 NC Election Documentation Guide](#) for more information.

4.4 Voting in Multiple NCs

Stakeholders may be eligible to vote in multiple NCs provided they meet each NC's voter requirements. Stakeholders may submit only one VBM Application per NC.

4.5 No Online Voting

There will be no Online Voting component for the 2025 NC Elections.

5. VOTE-BY-MAIL OPERATIONS

5.1 Vote-By-Mail Application

Stakeholders can complete and submit a VBM Application online at <https://clerkappsele.lacity.org/NCElection> or obtain a paper application from the City Clerk's website. The City Clerk will use this form to determine the voter's eligibility and which ballot(s) to issue to the voter.

When completing a VBM Application, stakeholders must provide the following information:

1. Neighborhood Council Name*
2. First, Middle, and Last Name*
3. Stakeholder Status (Live, Work, Own Property, or Community Interest)*
4. Qualifying Address
5. Date of Birth
6. Mailing Address
7. If documentation is required, documentation must be provided proving stakeholder status (See [Attachment D: 2025 NC Election Documentation Guide](#))
8. If submitting a paper application, a voter must also provide their signature

***THIS INFORMATION IS CONSIDERED PUBLIC AND SUBJECT TO LIMITED DISCLOSURE. PERSONAL ADDRESS AND PHONE NUMBERS WILL NOT BE DISCLOSED, UNLESS REQUIRED BY LAW.**

Stakeholders who do not submit a VBM Application, fail to submit documentation (if applicable), nor do not meet specific voter requirements will not be mailed a ballot. The City Clerk reserves the right to request more information to assure a stakeholder meets voter requirements.

5.2 Vote-By-Mail Period

The VBM application period will begin 60 days before Election Day. All VBM applications must be received 9 days prior to Election Day by 11:59 p.m., PST.

Ballot(s) will be mailed to the voter beginning 35 days before Election Day. Voters will be provided with a postage-paid envelope to return voted ballots. Refer to **Attachment B: 2025 NC Election Timeline** for exact dates.

5.3 NC Vote-By-Mail Application Portal

Voters who wish to complete a VBM Application online **must** first create an Angeleno Account at <https://angeleno.lacity.org/>. After creating an account, voters can access the NC Portal to apply for a NC Ballot. To access the NC Portal complete the following steps:

1. Click on the 'Register Today' button and enter the following information:
 - a. Email Address
 - b. Password
 - c. First and Last Name
2. An email will be sent to the voter confirming creation of the account. Voters must verify email address and activate account, by clicking "Activate Account" in email.
3. Click 'Services' to access the NC Portal.

When creating a new user profile, it is strongly suggested that voters write down their login information. The City Clerk does not have access to login information.

City Clerk staff will be available throughout the VBM application period, during regular City business hours, to assist voters with their filing.

Stakeholders will be able to track the status of their application and ballot in the NC VBM Application Portal.

5.4 Completing a Vote-By-Mail Paper Application

Stakeholders may also submit a paper VBM Application to receive a NC ballot. City Clerk staff will enter the information included in the paper application into the NC VBM Application Portal for processing. Paper applications may be submitted by mail, email, in person at City Clerk office, or fax at the following:

Office of the City Clerk
Election Division

Email: clerk.electionvbm@lacity.org

Fax: (213) 978-0376

C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

An authorized agent may return paper applications on behalf of the voter. Voters must complete the “Authorized Agent” portion of the application.

5.5 Official Ballots

The City Clerk will conduct a random alphabetical drawing to determine the order in which candidate’s first names will appear on the ballot for all NC elections.

The City Clerk will be responsible for developing and printing the official ballots for all NC elections. The variety of ballot styles will be based on NC Bylaws.

Voters will be provided with a postage-paid envelope to return voted ballots.

5.6 Replacement Ballots

In the event that a stakeholder does not receive a ballot, makes an error while voting the ballot, or receives the wrong ballot, the stakeholder must contact the City Clerk to request a replacement ballot before the VBM application period deadline. Once a ballot is reissued, the original ballot is voided. Refer to [Attachment B: 2025 NC Election Timeline](#) for VBM dates.

5.7 Returning Vote-By-Mail Ballots

VBM Ballots can be mailed using a postage paid envelope or delivered to the City Clerk’s office.

VBM envelopes must be signed by the voter to be processed.

6. ELECTION RESULTS

6.1 Election Tally Location and Time

The City Clerk will begin counting ballots one business day after Election Day. The tabulation of ballots shall take place at:

Office of the City Clerk – Election Division

C. Erwin Piper Technical Center
555 Ramirez Street, Space 375
Los Angeles, CA 90012

The tally process is open to the public for observation on-site and via livestream. All in-person observers must sign in with the City Clerk and must follow posted observer guidelines. Links to the livestreaming ballot tabulation will be available on the City Clerk's website.

6.2 Tally Process

The City Clerk will tally ballots using high-speed scanners. In the event these scanners are unavailable for tally, the City Clerk will conduct a manual tally.

The City Clerk will post unofficial results up to seven business days after Election Day and official results up to 15 days after Election Day on the City Clerk's website at clerk.lacity.gov/ncelections.

6.3 Recounts

Recounts will only be available if the vote margin is less than 1% for a specific contest. Requests must be from stakeholders who voted in the applicable NC election. Refer to **Attachment B: 2025 NC Election Timeline** for the recount period.

6.4 Tie Votes

Tie votes will be resolved by drawing lots after the official results are posted. The City Clerk will conduct the tie resolution in public view and candidates or their designated representatives will be requested to be present.

6.5 Candidates Elected to Multiple Seats

Some NCs allow candidates to run for more than one board seat in an election. If a candidate is elected to multiple board seats, the candidate will be required to choose one board position no more than three calendar days after the posting of the official results or from the day when any and all election recounts and challenges are resolved for the specific NC election, whichever date is later.

The board seat(s) declined by the winning candidate will be awarded to the candidate who received the second most votes. If there are no other candidates, the vacant seat(s) will be filled in accordance with the vacancy provisions in the NC's Bylaws.

If a candidate does not select a board position by the deadline above, the candidate will be deemed elected to the position for which the candidate received the most votes.

6.6 Election Challenges: Submitting an Election Challenge

Any stakeholder who voted in the applicable NC election may file an election challenge with the City Clerk no later than 11:59 p.m., on the business day after the unofficial results deadline. Refer to [Attachment B: 2025 NC Election Timeline](#) for exact dates. A form to submit a challenge is available on the City Clerk website.

All election challenge requests must meet the following requirements:

1. Identify basis for the challenge to the election;
2. Provide contact information of the person(s) issuing the challenge;
3. Provide all supporting documentation, including any witness statements (no statements will be accepted after a request is filed);
4. Ensure the supporting documentation demonstrates the challenge is not only valid, but the alleged offense made a difference in the outcome of the election. Challenges without such supporting documentation will not be accepted; and
5. Provide optional witness statements (up to three statements are allowed).

Information provided in an election challenge may be subject to public disclosure under the California Public Records Act. Refer to [Section 8: Public Records Requests](#) for more information.

6.7 Election Challenges: Acceptable Challenge Categories

For a list of challenges, see [Attachment E: List of Acceptable Challenges](#).

6.8 Election Challenges: Processing Election Challenges

If the requirements are met, election challenges will be processed by the City Clerk and resolved by the Independent Grievance Panel. The Independent Grievance Panel will be composed of two NC Stakeholders and one staff member from the City Clerk.

6.9 Election Challenges: Challenge Resolution

If a challenge is deemed valid, the panel will provide a written, recommended course of action. Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of voters, NC funding penalties, and referral to the City Attorney's Office for criminal prosecution.

Decisions made by either the City Clerk or the Independent Grievance Panel are final and may only be appealed on procedural grounds.

7. POST-ELECTION PROCEDURES

7.1 Seating Newly Elected Board Members

Newly-elected NC board members will be seated in accordance with the EmpowerLA 2021 NC Board Seating Policy after all election challenges have been resolved and the City Clerk has issued certified election results. The incumbent board members will continue in their duly elected/appointed positions until the newly elected board members are seated at the first regular NC board meeting in July.

The newly-elected board must be seated as a single unit. If one or more challenges to a single board seat have not been resolved, the rest of the board cannot be seated. Any board member seat(s) that is/are not filled through the election process will be deemed vacant when the new governing board takes office. Vacant seat(s) will be filled according to the NC Bylaws. If less than a quorum of the board seats are filled, then the NC will fall under the Board of Neighborhood Commissioners' Loss of Quorum policy.

7.2 Stakeholder Registration Information

Following each NC election, the City Clerk will provide stakeholder registration information to EmpowerLA and each NC. This information will be provided strictly for the purposes of conducting ongoing outreach. Once EmpowerLA and each NC take custody of this information, both are required to adhere to the policies and procedures outlined in the California Public Records Act.

Unless otherwise requested via the California Public Records Act, the City Clerk will not disclose personal stakeholder information to any other person or entity.

7.3 Election Records

The City Clerk will retain all NC physical and digital election-related materials for a period of 60 days after the certification of election results for the last region.

During this period, the City Clerk will make the following items available for pick up by each NC:

1. Stakeholder name, stakeholder type and email address;
2. Candidate name, stakeholder type and email address; and
3. Ballots.

The newly-elected board must designate an individual in writing to pick up the above-mentioned material on behalf of the NC. The designated individual must contact the City Clerk to schedule an appointment to pick up the materials.

Note that all documents retained by a NC are subject to the California Public Records Act for the length of time the documents are retained by the NC.

Thereafter, NC election-related materials will be destroyed by the City Clerk.

8. PUBLIC RECORDS REQUESTS

8.1 California Public Records Act

Under the California Public Records Act (CPRA), the public may request City records. Once a CPRA request is made, the City will have 10 calendar days to inform the requester what can or cannot be disclosed (with explanation), time needed to fulfill the request, and any applicable fees. An additional 14 calendar days to respond is permitted. Extensions may be required due to special circumstances.

In some instances, City records may be subject to limited disclosure under the CPRA. A record may be subject to limited disclosure and redacted in order to protect an individual's right to privacy or to preserve the City's need to perform its assigned functions, unless legally required. Otherwise, records related to NC elections are subject to disclosure under the CPRA.

8.2 Requesting a Public Record

Public record requests can be made either in writing (including e-mail) or orally. Although not required under the CPRA, the City Clerk encourages the public to use this

public request portal: <https://lacity.nextrequest.com/> when submitting a public record request. This portal will help the City Clerk keep track of record requests and provide the public a record of previously published requests and records.

Note that if photocopies of materials are requested, the City Clerk may charge \$0.10 for each photocopy. Payments can be made in person or sent to the City Clerk at 555 Ramirez Street, Space 300, Los Angeles, 90012, prior to the copies being made. Checks should be made out to the City of Los Angeles.

8.3 Public Record Requests - Candidate Filing Information

Since candidates for NC board seats are vying for public seats, some candidate filing information is considered public information and subject to disclosure under the CPRA. Specifically, the following information may be subject to disclosure:

1. Neighborhood Council Name
2. Board Seat Name
3. Stakeholder Type (Live, Work, Own Property, or Community Interest)
4. Name as it will appear on the Ballot
5. First and Last Name
6. Email Address
7. Candidate statement and/or photo, if applicable
8. Any correspondence between the City Clerk and the candidate.

In order to protect a candidate's right to privacy, the following information will be redacted and is not subject to disclosure, unless legally required:

1. Date of Birth
2. Telephone Number
3. Mailing Address
4. Qualifying Address
5. Photo identification or any documentation necessary to establish board seat eligibility
6. A candidate's signature, if applicable
7. Staff notes made regarding the application

8. Any identifying information as determined by the Office of the City Attorney.

Any private information for minors under the age of 18 will not be subject to disclosure.

8.4 Public Record Requests - Stakeholder Registration Information

Information on the Stakeholder Registration Form or VBM Application is considered public information but is subject to limited disclosure under the CPRA. The following information is considered public information and subject to disclosure:

1. Neighborhood Council Name
2. Stakeholder Type (Live, Work, Own Property, or Community Interest)
3. First and Last Name

In order to protect the stakeholder's right to privacy, the following information will not be subject to disclosure, unless legally required:

1. Date of Birth
2. Telephone Number
3. Email Address
4. Mailing Address
5. Qualifying Address
6. Photo identification or any documentation necessary to establish board seat eligibility
7. A stakeholder's signature, if applicable
8. Staff notes made regarding the application
9. Any identifying information as determined by the Office of the City Attorney

Any private information for minors under the age of 18 will not be subject to disclosure.

8.5 Public Record Requests - Election Challenges

Election Challenges may be subject to disclosure as a public record. When requested, the name of the person filing the challenge and the grounds for filing the challenge must be disclosed. However, a challenger's private contact information may be protected from disclosure as well as any documentation submitted by a challenger to support his or her challenge.

8.6 Public Record Requests - Other Election Materials

Processed ballots are considered a public record and must be provided upon request after the completion of the official tally. Any identifying information on paper ballots, such as a stakeholder's signature, must be redacted.

All other election documents will be considered public records, but may be subject to limited disclosure.

2025 NEIGHBORHOOD COUNCIL ELECTION

REGIONAL ELECTION SCHEDULE

Region 11	Region 12	Region 9	Region 10
Tuesday, March 18	Tuesday, March 25	Tuesday, April 1	Tuesday, April 8
Bel Air-Beverly Crest Del Rey Mar Vista North Westwood Palms Venice Westchester/Playa	Central San Pedro Coastal San Pedro Harbor City Harbor Gateway North Harbor Gateway South Northwest San Pedro Wilmington	CANNDU Central Alameda EC Southwest South Central Voices Watts Zapata-King	EC Central EC North EC West Mid City Park Mesa Heights United Neighborhoods West Adams
Region 5	Region 6	Region 7	Region 8
Tuesday, April 15	Tuesday, April 22	Tuesday, April 29	Tuesday, May 6
Central Hollywood East Hollywood Greater Wilshire Hollywood Hills West Hollywood Studio District Hollywood United Mid-City West P.I.C.O.	Arts District Little Tokyo Downtown Los Angeles Historic Cultural North Olympic Park Westlake North Westlake South Wilshire Center-Koreatown	Atwater Village Echo Park Elysian Valley Riverside Rampart Village Silver Lake	Arroyo Seco Boyle Heights Eagle Rock Glassell Park Greater Cypress Park Hermon Historic Highland Park LA-32 Lincoln Heights
Region 1	Region 2	Region 3	Region 4
Tuesday, May 13	Tuesday, May 20	Tuesday, June 3	Tuesday, June 10
Arleta Foothill Trails District Mission Hills North Hills East Pacoima Panorama City	Granada Hills North Granada Hills South North Hills West Northridge East Northridge West Porter Ranch	Canoga Park Encino Reseda Sun Valley Area Sylmar Tarzana West Hills Winnetka Woodland Hills-Warner Center	Greater Toluca Lake Greater Valley Glen NoHo North Hollywood Northeast North Hollywood West Sherman Oaks Studio City Valley Village Van Nuys

These NCs will not be participating in the 2025 NC Elections: Lake Balboa, MacArthur Park, West Los Angeles-Sawtelle, and Westwood

These NCs use the Selection process to seat their NC Board Members: Chatsworth, EC Southeast, Los Feliz, Northridge South, Pico Union, South Robertson, Sunland-Tujunga, and Westside

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.



2025 NEIGHBORHOOD COUNCIL ELECTION TIMELINE

Election Dates	
Region 11	Tuesday, March 18, 2025
Region 12	Tuesday, March 25, 2025
Region 9	Tuesday, April 1, 2025
Region 10	Tuesday, April 8, 2025
Region 5	Tuesday, April 15, 2025
Region 6	Tuesday, April 22, 2025
Region 7	Tuesday, April 29, 2025
Region 8	Tuesday, May 6, 2025
Region 1	Tuesday, May 13, 2025
Region 2	Tuesday, May 20, 2025
Region 3	Tuesday, June 3, 2025
Region 4	Tuesday, June 10, 2025
Revised: 01/13/2025	

Region 11 Election Timeline

Election Day: March 18, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	November 15, 2024
Candidate Challenge Period Begins	E-123	Friday	November 15, 2024
Candidate Filing Period Ends	E-78	Monday	December 30, 2024
Documentation Deadline for Candidates	E-75	Thursday	January 2, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	January 7, 2025
Candidate Withdrawal Deadline	E-65	Sunday	January 12, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	January 16, 2025
Deadline to Announce Board Affirmation	E-60	Friday	January 17, 2025
Release of Certified List of Candidates	E-60	Friday	January 17, 2025
Ballot Development Begins	E-60	Friday	January 17, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	January 17, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	February 11, 2025
Ballot Mailing Period Begins	E-35	Tuesday	February 11, 2025
Ballot Development Deadline	E-25	Friday	February 21, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	March 10, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	March 11, 2025
Election Day	0	Tuesday	March 18, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 19, 2025
Unofficial Results Due	E+7	Tuesday	March 25, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	March 26, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	March 28, 2025
Challenge Resolution Deadline	E+14	Tuesday	April 1, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	April 2, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 12 Election Timeline

Election Day: March 25, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	November 22, 2024
Candidate Challenge Period Begins	E-123	Friday	November 22, 2024
Candidate Filing Period Ends	E-78	Monday	January 6, 2025
Documentation Deadline for Candidates	E-75	Thursday	January 9, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	January 14, 2025
Candidate Withdrawal Deadline	E-65	Sunday	January 19, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	January 23, 2025
Deadline to Announce Board Affirmation	E-60	Friday	January 24, 2025
Release of Certified List of Candidates	E-60	Friday	January 24, 2025
Ballot Development Begins	E-60	Friday	January 24, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	January 24, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	February 18, 2025
Ballot Mailing Period Begins	E-35	Tuesday	February 18, 2025
Ballot Development Deadline	E-25	Friday	February 28, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	March 17, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	March 18, 2025
Election Day	0	Tuesday	March 25, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 26, 2025
Unofficial Results Due	E+7	Tuesday	April 1, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	April 2, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	April 4, 2025
Challenge Resolution Deadline	E+14	Tuesday	April 8, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	April 9, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 9 Election Timeline

Election Day: April 1, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	November 29, 2024
Candidate Challenge Period Begins	E-123	Friday	November 29, 2024
Candidate Filing Period Ends	E-70	Tuesday	January 21, 2025 ²
Documentation Deadline for Candidates	E-67	Friday	January 24, 2025 ²
Last Day to Submit Candidate Challenges	E-65	Sunday	January 26, 2025
Candidate Withdrawal Deadline	E-65	Sunday	January 26, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	January 30, 2025
Deadline to Announce Board Affirmation	E-60	Friday	January 31, 2025
Release of Certified List of Candidates	E-60	Friday	January 31, 2025
Ballot Development Begins	E-60	Friday	January 31, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	January 31, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	February 25, 2025
Ballot Mailing Period Begins	E-35	Tuesday	February 25, 2025
Ballot Development Deadline	E-25	Friday	March 7, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	March 24, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	March 25, 2025
Election Day	0	Tuesday	April 1, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 2, 2025
Unofficial Results Due	E+7	Tuesday	April 8, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	April 9, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	April 11, 2025
Challenge Resolution Deadline	E+14	Tuesday	April 15, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	April 16, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

2. Deadline moved to following day due religious or national holiday.

Region 10 Election Timeline

Election Day: April 8, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	December 6, 2024
Candidate Challenge Period Begins	E-123	Friday	December 6, 2024
Candidate Filing Period Ends	E-71	Monday	January 27, 2025
Documentation Deadline for Candidates	E-68	Thursday	January 30, 2025
Last Day to Submit Candidate Challenges	E-65	Sunday	February 2, 2025
Candidate Withdrawal Deadline	E-65	Sunday	February 2, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	February 6, 2025
Deadline to Announce Board Affirmation	E-60	Friday	February 7, 2025
Release of Certified List of Candidates	E-60	Friday	February 7, 2025
Ballot Development Begins	E-60	Friday	February 7, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	February 7, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	March 4, 2025
Ballot Mailing Period Begins	E-35	Tuesday	March 4, 2025
Ballot Development Deadline	E-25	Friday	March 14, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	March 31, 2025
Mail Ballots/Resends Deadline	E-6	Wednesday	April 2, 2025
Election Day	0	Tuesday	April 8, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 9, 2025
Unofficial Results Due	E+7	Tuesday	April 15, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	April 16, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	April 18, 2025
Challenge Resolution Deadline	E+14	Tuesday	April 22, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	April 23, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 5 Election Timeline

Election Day: April 15, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	December 13, 2024
Candidate Challenge Period Begins	E-123	Friday	December 13, 2024
Candidate Filing Period Ends	E-71	Monday	February 3, 2025
Documentation Deadline for Candidates	E-68	Thursday	February 6, 2025
Last Day to Submit Candidate Challenges	E-65	Sunday	February 9, 2025
Candidate Withdrawal Deadline	E-65	Sunday	February 9, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	February 13, 2025
Deadline to Announce Board Affirmation	E-60	Friday	February 14, 2025
Release of Certified List of Candidates	E-60	Friday	February 14, 2025
Ballot Development Begins	E-60	Friday	February 14, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	February 14, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	March 11, 2025
Ballot Mailing Period Begins	E-35	Tuesday	March 11, 2025
Ballot Development Deadline	E-25	Friday	March 21, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	April 7, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	April 8, 2025
Election Day	0	Tuesday	April 15, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 16, 2025
Unofficial Results Due	E+7	Tuesday	April 22, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	April 23, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	April 25, 2025
Challenge Resolution Deadline	E+14	Tuesday	April 29, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	April 30, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 6 Election Timeline

Election Day: April 22, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	December 20, 2024
Candidate Challenge Period Begins	E-123	Friday	December 20, 2024
Candidate Filing Period Ends	E-71	Monday	February 10, 2025
Documentation Deadline for Candidates	E-68	Thursday	February 13, 2025
Last Day to Submit Candidate Challenges	E-65	Sunday	February 16, 2025
Candidate Withdrawal Deadline	E-65	Sunday	February 16, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	February 20, 2025
Deadline to Announce Board Affirmation	E-60	Friday	February 21, 2025
Release of Certified List of Candidates	E-60	Friday	February 21, 2025
Ballot Development Begins	E-60	Friday	February 21, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	February 21, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	March 18, 2025
Ballot Mailing Period Begins	E-35	Tuesday	March 18, 2025
Ballot Development Deadline	E-25	Friday	March 28, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	April 14, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	April 15, 2025
Election Day	0	Tuesday	April 22, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 23, 2025
Unofficial Results Due	E+7	Tuesday	April 29, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	April 30, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 2, 2025
Challenge Resolution Deadline	E+14	Tuesday	May 6, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	May 7, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 7 Election Timeline

Election Day: April 29, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	December 27, 2024
Candidate Challenge Period Begins	E-123	Friday	December 27, 2024
Candidate Filing Period Ends	E-70	Tuesday	February 18, 2025 ²
Documentation Deadline for Candidates	E-67	Friday	February 21, 2025 ²
Last Day to Submit Candidate Challenges	E-65	Sunday	February 23, 2025
Candidate Withdrawal Deadline	E-65	Sunday	February 23, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	February 27, 2025
Deadline to Announce Board Affirmation	E-60	Friday	February 28, 2025
Release of Certified List of Candidates	E-60	Friday	February 28, 2025
Ballot Development Begins	E-60	Friday	February 28, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	February 28, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	March 25, 2025
Ballot Mailing Period Begins	E-35	Tuesday	March 25, 2025
Ballot Development Deadline	E-25	Friday	April 4, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	April 21, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	April 22, 2025
Election Day	0	Tuesday	April 29, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 30, 2025
Unofficial Results Due	E+7	Tuesday	May 6, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	May 7, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 9, 2025
Challenge Resolution Deadline	E+14	Tuesday	May 13, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	May 14, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

2. Deadline moved to following day due religious or national holiday.

Region 8 Election Timeline

Election Day: May 6, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 3, 2025
Candidate Challenge Period Begins	E-123	Friday	January 3, 2025
Candidate Filing Period Ends	E-71	Monday	February 24, 2025
Documentation Deadline for Candidates	E-68	Thursday	February 27, 2025
Last Day to Submit Candidate Challenges	E-65	Sunday	March 2, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 2, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	March 6, 2025
Deadline to Announce Board Affirmation	E-60	Friday	March 7, 2025
Release of Certified List of Candidates	E-60	Friday	March 7, 2025
Ballot Development Begins	E-60	Friday	March 7, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	March 7, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	April 1, 2025
Ballot Mailing Period Begins	E-35	Tuesday	April 1, 2025
Ballot Development Deadline	E-25	Friday	April 11, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	April 28, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	April 29, 2025
Election Day	0	Tuesday	May 6, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 7, 2025
Unofficial Results Due	E+7	Tuesday	May 13, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	May 14, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 16, 2025
Challenge Resolution Deadline	E+14	Tuesday	May 20, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	May 21, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 1 Election Timeline

Election Day: May 13, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 10, 2025
Candidate Challenge Period Begins	E-123	Friday	January 10, 2025
Candidate Filing Period Ends	E-71	Monday	March 3, 2025
Documentation Deadline for Candidates	E-68	Thursday	March 6, 2025
Last Day to Submit Candidate Challenges	E-65	Sunday	March 9, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 9, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	March 13, 2025
Deadline to Announce Board Affirmation	E-60	Friday	March 14, 2025
Release of Certified List of Candidates	E-60	Friday	March 14, 2025
Ballot Development Begins	E-60	Friday	March 14, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	March 14, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	April 8, 2025
Ballot Mailing Period Begins	E-35	Tuesday	April 8, 2025
Ballot Development Deadline	E-25	Friday	April 18, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	May 5, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	May 6, 2025
Election Day	0	Tuesday	May 13, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 14, 2025
Unofficial Results Due	E+7	Tuesday	May 20, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	May 21, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 23, 2025
Challenge Resolution Deadline	E+14	Tuesday	May 27, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	May 28, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 2 Election Timeline

Election Day: May 20, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 17, 2025
Candidate Challenge Period Begins	E-123	Friday	January 17, 2025
Candidate Filing Period Ends	E-78	Monday	March 3, 2025
Documentation Deadline for Candidates	E-75	Thursday	March 6, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	March 11, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 16, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	March 20, 2025
Deadline to Announce Board Affirmation	E-60	Friday	March 21, 2025
Release of Certified List of Candidates	E-60	Friday	March 21, 2025
Ballot Development Begins	E-60	Friday	March 21, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	March 21, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	April 15, 2025
Ballot Mailing Period Begins	E-35	Tuesday	April 15, 2025
Ballot Development Deadline	E-25	Friday	April 25, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	May 12, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	May 13, 2025
Election Day	0	Tuesday	May 20, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 21, 2025
Unofficial Results Due	E+7	Tuesday	May 27, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	May 28, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 30, 2025
Challenge Resolution Deadline	E+14	Tuesday	June 3, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	June 4, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 3 Election Timeline

Election Day: June 3, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 31, 2025
Candidate Challenge Period Begins	E-123	Friday	January 31, 2025
Candidate Filing Period Ends	E-78	Monday	March 17, 2025
Documentation Deadline for Candidates	E-75	Thursday	March 20, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	March 25, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 30, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	April 3, 2025
Deadline to Announce Board Affirmation	E-60	Friday	April 4, 2025
Release of Certified List of Candidates	E-60	Friday	April 4, 2025
Ballot Development Begins	E-60	Friday	April 4, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	April 4, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	April 29, 2025
Ballot Mailing Period Begins	E-35	Tuesday	April 29, 2025
Ballot Development Deadline	E-25	Friday	May 9, 2025
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 27, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	May 27, 2025
Election Day	0	Tuesday	June 3, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 4, 2025
Unofficial Results Due	E+7	Tuesday	June 10, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	June 11, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	June 13, 2025
Challenge Resolution Deadline	E+14	Tuesday	June 17, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	June 18, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 4 Election Timeline

Election Day: June 10, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	February 7, 2025
Candidate Challenge Period Begins	E-123	Friday	February 7, 2025
Candidate Filing Period Ends	E-78	Monday	March 24, 2025
Documentation Deadline for Candidates	E-75	Thursday	March 27, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	April 1, 2025
Candidate Withdrawal Deadline	E-65	Sunday	April 6, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	April 10, 2025
Deadline to Announce Board Affirmation	E-60	Friday	April 11, 2025
Release of Certified List of Candidates	E-60	Friday	April 11, 2025
Ballot Development Begins	E-60	Friday	April 11, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	April 11, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	May 6, 2025
Ballot Mailing Period Begins	E-35	Tuesday	May 6, 2025
Ballot Development Deadline	E-25	Friday	May 16, 2025
Vote-By-Mail Application Period Ends	E-8	Monday	June 2, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	June 3, 2025
Election Day	0	Tuesday	June 10, 2025¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 11, 2025
Unofficial Results Due	E+7	Tuesday	June 17, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	June 18, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	June 20, 2025
Challenge Resolution Deadline	E+14	Tuesday	June 24, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	June 25, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

NEIGHBORHOOD COUNCIL BOARD MEMBER
CANDIDATE FOR ELECTION
BOARD SERVICE ACKNOWLEDGEMENT AND AFFIRMATION

Introduction

Thank you for your interest in serving or continuing to serve as a Neighborhood Council board member. You are choosing to join some of the most dedicated community servants in the City of Los Angeles. You will have an opportunity to work with other amazing people who are also dedicated to helping their communities. We appreciate your decision to serve.

There are many aspects to being a Neighborhood Council board member. The Board of Neighborhood Commissioners (Commission) establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. One such policy is the *Leadership Orientation Policy* [<https://empowerla.org/wp-content/uploads/2020/04/NC-Leadership-Orientation-Policy-2020-01-30.pdf>], which the Commission adopted in early 2020. That policy requires the Department of Neighborhood Empowerment (Empower LA/Department) to ensure that candidates for neighborhood council board service are aware of the roles and responsibilities of board members. EmpowerLA and the Office of the City Clerk must certify that candidates have been advised of and understand these responsibilities. The Commission recognizes that Neighborhood Council board members might need to expand their leadership skills. You can learn more about required trainings on the Department's website [<https://empowerla.org/nctrainings/>].

If elected, you will be provided access to, and in many cases required to participate in, essential trainings in several areas. Some of the optional trainings offered include those in communication, civic education, parliamentary procedures, coalition building, and conflict resolution. Other trainings are team-building opportunities to develop positive interpersonal relationships that bring about an atmosphere of equity and inclusiveness. Developing these skills and understanding helps board members manage some of the challenges of a properly functioning neighborhood council board.

Apart from trainings, candidates for board service must affirm that they will educate themselves on and follow all laws, rules, policies, and procedures applicable to the Neighborhood Council system (System). These include policies of the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, and the Office of the City Clerk. Each of these offices has a separate role in the System. The information and descriptions below implement the Commission's *Leadership Orientation Policy* and expectations.

Statement of Values. The Neighborhood Council system is committed to tailoring LA's municipal government to reflect the City's communities, ensuring that recognition and accommodation of these communities' diversity are built into City governance.

Role of Neighborhood Councils. To promote more citizen participation in local government and make government more responsive to local needs. Neighborhood Councils shall include representatives of the many diverse interests in communities and have an advisory role on City issues of concern to the neighborhood.

Neighborhood Council Advocacy Methods and Resources. There are many ways in which Neighborhood Councils influence City Council policy and advance the interest(s) of their communities. For example, they advise their City Council representatives and submit community impact statements on behalf of their community. They can serve on Neighborhood Council committees or the Board of Neighborhood Commissioners. They can also participate in groups that support dialogue in the System such as the Neighborhood Council alliances.

What it means to be a Neighborhood Council board member. A Neighborhood Council board member must consider several compliance requirements. Board members are entrusted with public funds, and must complete essential training sessions, follow their neighborhood council's bylaws and standing rules, and engage the public in their work in a meaningful, transparent, and inclusive manner. Required training topics include, but are not limited to, the following:

- A. Code of Conduct
- B. Ethics
- C. Funding
- D. Planning 101 (required for Planning and Land Use Committees)
- E. Diversity, equity, inclusion, and anti-bias training
- F. Workplace Equity
- G. Gender expression and gender identity

A board member must complete the Code of Conduct, Ethics, AND Funding trainings to be eligible to vote on any financial matters before the board. You should consult the bylaws of your neighborhood council for additional trainings that they may require as a condition of voting on items before the board.

Responsibilities of Neighborhood Council Board members. Board members volunteer their time, engage with the community, and provide expertise on various issues. They commit, on average, 10 – 20 hours a month on behalf of the Neighborhood Council System. In addition, neighborhood Councils make advisory recommendations to City decision-makers. Because neighborhood Councils are thus neither decision-making nor legislative bodies, they are subject to pertinent laws that govern City departments and government entities.

Role of the Department of Neighborhood Empowerment (EmpowerLA). EmpowerLA has a diverse role in supporting the Neighborhood Council system. EmpowerLA's core responsibility is to provide *direct neighborhood council support*. In addition to providing meeting and training support for Neighborhood Councils, EmpowerLA is also expected to ensure that Neighborhood Council

boards follow all laws, policies, and procedures that apply to the Neighborhood Council System. EmpowerLA also conducts trainings for City departments, elected offices, and stakeholders about the System. The Department is a liaison between Neighborhood Councils and these City decision-makers. Additionally, EmpowerLA administers and oversees awareness, engagement, and election outreach for the NC System.

Role of Office of the City Attorney. The Office of the City Attorney Neighborhood Council Advice Division (NCAD) performs the function of general counsel for the City's Neighborhood Council System and advises on the laws that impact the operations of the Neighborhood Councils, including laws that pertain to conflict of interest.

Role of Office of the City Clerk. The Office of the City Clerk sets regulations, policies, and guidelines regarding the funding of the Neighborhood Council System and administers neighborhood council elections.

A. Neighborhood Council Election Handbook: The Neighborhood Council Election Division handbook and website provide voters, candidates, and other neighborhood council participants with important policies and information about the neighborhood council election process.

B. Neighborhood Council Funding Program [Policies and Guidelines](https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops): The Neighborhood Council Funding Program [\[https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops\]](https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops) issues policies and guidelines related to the funding provided to neighborhood councils.

Regulatory Framework

As you begin your journey with the Neighborhood Council System, it is essential to know the regulatory framework within which it operates. These laws may range from the Brown Act, the Public Records Act, the Americans with Disabilities Act, City Administrative Codes, and Commission Policies, to the Neighborhood Council bylaws and standing rules.

Federal Laws Governing the Neighborhood Council System

A. U.S. Constitution. Provisions of the U.S. Constitution, including the First Amendment's Free Speech, Establishment, and Free Exercise clauses, may be applicable to Neighborhood Council operations, such as meetings and events.

- B. Americans with Disabilities Act.** The Americans with Disabilities Act is a federal law designed to protect the rights of individuals with disabilities. Title II of the Americans with Disabilities Act (ADA) applies to the operations of state and local governments and may be applicable to the operations of neighborhood councils

State Laws Governing the Neighborhood Council System

- A. California Constitution.** The state constitution protects individual rights and may be applicable to Neighborhood Council operations, such as meetings and events. Other relevant provisions include Article XVI, section 6 (the prohibition against a gift of public funds), and Article I, section 3 (incorporation of the California Public Records Act).
- B. The California Public Records Act.** The California Public Records Act is a state law providing the public access to public records. Neighborhood councils must respond to Public Records Act (PRA) requests for its records.
- C. The Political Reform Act of 1974.** The Political Reform Act is a state law meant to ensure that certain public officials are free from bias caused by their own financial interest and act in an impartial manner. Neighborhood Councils abide by applicable provisions.
- C. The Ralph M. Brown Act.** The Ralph M. Brown Act is a state law requiring open and public meetings and has been applied to neighborhood councils through the Act's definition of legislative bodies.
- D. California Government Code § 1090.** Government Code section 1090 is a state law that prohibits public officials and employees from having a personal financial interest in public contracts. Because Neighborhood Councils are given some limited authority to recommend or advise on City contracts and to make purchases using City funds, Government Code section 1090 is applicable.
- E. Federal Employment Practice Laws.** In addition, Neighborhood Councils abide by laws and policies preventing workplace violence, sexual harassment, and discrimination.

City Laws Rules Governing the Neighborhood Council System

- A. The Los Angeles City Charter.** The City Charter created the Department of Neighborhood Empowerment, the Board of Neighborhood Commissioners,

and a citywide system of Neighborhood Councils. Article IX, sections 900 to 914 relate to the Neighborhood Council system.

- B. The Los Angeles Administrative Code.** The Administrative Code consists of administrative and procedural City ordinances. Chapter 28. relates to the Neighborhood Council System. Other relevant sections include section 5.517 (administration of the Neighborhood Empowerment Fund), spaces), section 10.2.1(b) (funding for neighborhood purposes grants), section 20.36 (neighborhood council elections), and section 22.535 (neighborhood council office and meeting spaces).
- C. The Los Angeles Municipal Code.** The Municipal Code contains criminal and regulatory ordinances. The City Council has passed ordinances within the Municipal Code, which relate to, among other things, notice to the Neighborhood Council system regarding certain land use matters. General City contracting rules can be found in the City Charter (starting at section 370) and within the Administrative Code (starting at section 10.1).
- D. City of Los Angeles Personnel Policies:** The City recognizes that a workforce of individuals with diverse personal backgrounds, ideas, talents, and experiences facilitates an opportunity for each individual to make a unique contribution to the workplace and to provide superior and equitable service to all of the communities of Los Angeles. Harassment or discrimination based on a protected category as defined by the Fair Employment and Housing Act or (FEHA) activity that interferes with the City's goals of maintaining a diverse, equitable, inclusive, and productive workplace is not tolerated. The Office of the City Attorney Labor Relations Division may be asked to investigate questions in this area pertaining to Neighborhood Council boards or board members. When this occurs, board members are expected to comply with the investigation. Failure to do so may give cause for removal of the reluctant board members by the Department.
- E. Fundraising Rules.** The city's campaign finance ordinance restrictions do not apply to Neighborhood Council elections. However, any donations candidates receive are considered gifts which may require them to recuse themselves if the candidate is elected. Recusal will be required on any matter which directly involves the donor or has the requisite impact on the donor if the donor has given gifts in the amount of \$500 or more in total during 12 months prior to the decision. If the Board candidate is a public official with disclosure obligations, such as a city employee, applicable gift limits of City and state law would apply to contributions received by the Board candidate.

Board of Neighborhood Commissioners

The Board of Neighborhood Commissioners establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. Pursuant to section 902 of the City Charter, the Board is responsible for policy setting and oversight, including the approval of contracts and leases and the promulgation of rules and regulations for the Neighborhood Council System.

A Few Important Ordinances, Neighborhood Council Policies, and Rules.

- A. [Plan](#) for a Citywide System of Neighborhood Councils**The Plan contains a statement of policies and objectives of the Neighborhood Council System.
- B. Neighborhood Council Bylaws:** The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for that particular Neighborhood Council. Bylaws establish, among other things, an organization's management structure, procedures, and dispute resolution processes.
- C. Neighborhood Council Standing Rules:** The Standing Rules of a Neighborhood Council detail the administrative rules of that neighborhood council. As a best practice, a copy of the Standing Rules should be added to the Neighborhood Council website making it accessible to the public.
- D. Parliamentary procedure - Robert's Rules of Order or Rosenberg's Rules of Order:** Parliamentary procedure is a tool to help neighborhood council boards to be more effective and productive during their meetings. A neighborhood council's bylaws state which rules of order apply.

Pursuant to the *Board of Neighborhood Commissioners Leadership Orientation Policy (2020-1)*, elected as well as selected Board Members and candidates are required to affirm that they have received the aforementioned information and affirm their agreement to abide by the requirements and responsibilities of Neighborhood Council board members. The Department may maintain a public list of all board members and candidates who have affirmed or who have failed to affirm.

- The Department may require newly elected board members to participate in a mandatory orientation prior to board service. All mandatory trainings must be completed before board service can begin.
- To learn more about candidates for Neighborhood Council board service, we may ask you to provide demographic information. The information is used by the Department to improve the direct neighborhood council services it provides Neighborhood Councils.

I hereby affirm that I have read, understand and agree to follow rules, laws and procedures detailed above in the “Board Service Acknowledgement Candidate Affirmation Document.”

Signature

Date



2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

Every NC candidate and stakeholders voting in Documentation-Required style NC elections are required to submit identification and any applicable documentation to the City Clerk to establish their eligibility to run or vote for a NC board seat. Any documentation submitted by a candidate or voter will not be retained by the City Clerk.

All candidates and stakeholders voting in Documentation-Required style NC elections must provide the following:

1. A document or documents proving that they meet specific stakeholder requirements,
2. Proof of age, and
3. Photo identification.

This guide will provide examples of documents and identification that are acceptable to the City Clerk to prove that a stakeholder lives, works, owns property, or participates in a NC as a community interest stakeholder and is not meant to be exhaustive. The City Clerk reserves the right to accept identification or documents not included in this guide.

Documented or undocumented individuals are eligible to serve on NC boards and vote in NC elections.



2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A RESIDENT...

The following documents are acceptable to prove that you **reside** in a NC and are eligible to run for or vote for a residential-based (or similar) seat.

If a NC requires that you both live and own your place of residence, refer to page 4 for examples of acceptable documentation for homeowner resident stakeholders.

EXAMPLES OF PROOF OF RESIDENCE

All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the residence in question, and a visible date. A P.O. box will not be accepted as a residential address.

- Driver's license or identification card,
- Residential lease or rental agreement,
- Mortgage statement or rent receipt,
- Current utility bill,
- Homeowners or renters insurance documentation,
- Letter from landlord confirming renter/tenant status,
- Current dated mail with your name and address, or
- Other similar documentation proving your status as a resident, including:
 - Los Angeles (L.A.) County property tax bill,
 - Homeowners/Renters Association bill or letter,
 - Letter from local Neighborhood Watch attesting to your status as a resident, or
 - County Assessor Parcel Information.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A RENTER OR TENANT...

The following documents are acceptable to prove that you **rent** or are a **tenant** of an apartment, house, condominium, or other domicile in a NC and are eligible to run for or vote for a renter-based (or similar) seat.

EXAMPLES OF PROOF OF RENTER STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the residence in question, and a visible date. A P.O. box will not be accepted as a rental address.

- Residential lease or rental agreement,
- Rent receipt,
- Renter's insurance documentation,
- Letter from landlord confirming renter/tenant status, or
- Other similar documentation proving your status as a resident, including:
 - Renters Association bill or letter, or
 - Letter from local Neighborhood Watch attesting to your status as a renter or tenant.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A HOMEOWNER RESIDENT...

The following documents are acceptable to prove that you **own** a home, condominium, townhouse, or other domicile, reside in a NC, and are eligible to run for or vote for a homeowner or residential-based (or similar) seat.

EXAMPLES OF PROOF OF HOME OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the home in question, and a visible date. A P.O. box will not be accepted as a home address.

- Mortgage statement or deed,
- Homeowners insurance documentation,
- Los Angeles (L.A.) County property tax bill,
- Homeowners Association bill or letter, or
- County Assessor Parcel Information.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A HOMELESS RESIDENT...

The following documents are acceptable to prove that you are **homeless** and **reside** in a NC and are eligible to run for or vote for a residential or homeless-based (or similar) seat.

EXAMPLES OF PROOF OF HOMELESS STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name and current address or cross streets of the homeless residence in question. In lieu of a traditional home or shelter address, stakeholders may denote a street corner or a park as their residence. A P.O. box will not be accepted as a residential address.

- Letter from a shelter confirming your homeless status,
- Current mail with your name and address,
- Rent, motel, or hotel receipt, or
- Other similar documentation proving your status as a homeless resident.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

Note to homeless candidates: If you cannot provide any of the documentation above or need assistance, please contact the City Clerk at (213) 978-0444 or toll free at (888) 873-1000.

Note to homeless voters: If you cannot provide any of the required documentation above you are allowed to vote by affirming on the Voter Registration Form or Vote-By-Mail Application that you are homeless.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU WORK IN THE NC...

The following documents are acceptable to prove that you **work** in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

EXAMPLES OF PROOF OF EMPLOYMENT

All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the stakeholder's place of work, and a visible date.

- Paycheck or pay stub,
- Work permit,
- Form W-2 or Form 1099,
- Staff roster from place of work,
- Letter from employer on business letterhead verifying employment,
- Project/job contract or service agreement,
- Invoices from vendor(s),
- Printed advertisement or business webpage (showing both your name as employee and address),
- Current City of LA business license, or
- Mail with your name and the name and address of the business.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU OWN A BUSINESS IN THE NC...

The following documents are acceptable to prove that you **own** a business or business property in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

EXAMPLES OF PROOF OF BUSINESS OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's business address, and a visible date.

- Current City of LA business license,
- Current City of LA Business Tax Registration Certificate,
- Los Angeles (LA) County property tax bill,
- Staff roster from place of work,
- Project/job contract or service agreement,
- Business/commercial mortgage statement or lease/rental agreement,
- Invoices from vendor(s),
- Printed advertisement or business webpage (showing both your name as owner and address),
- California (CA) State Board of Equalization resale certificate,
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce,
- Applicable City tax forms reflecting independent contractor status, or
- County Assessor Parcel Information.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION

DOCUMENTATION GUIDE

IF YOU OWN REAL PROPERTY IN THE NC...

The following documents are acceptable to prove that you **own** real property in a NC and are eligible to run for or vote for a property owner (or similar) seat.

EXAMPLES OF PROOF OF PROPERTY OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's property address, and a visible date.

- Property deed,
- Los Angeles (LA) County property tax bill,
- Project/job contract or service agreement listing stakeholder as the property owner,
- Mortgage statement,
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce listing stakeholder as the property owner,
- Applicable City tax forms reflecting property ownership,
- County Assessor Parcel Information, or
- Homeowners/Property owners insurance statement or proof of insurance listing the stakeholder as the property owner.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

IF YOU ARE A YOUTH OR SENIOR STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **youth** or **senior** stakeholder and are eligible to run for or vote for a youth or senior (or similar) seat.

EXAMPLES OF PROOF OF STAKEHOLDER STATUS

If additional proof of Youth or Senior participation in a NC is required, please refer to the NC bylaws.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Passport,
- Consular documents,
- Birth certificate,
- Senior pass or discount card,
- Medicare card,
- Senior or youth organization membership card (with birthdate or age), or
- School identification card (with birthdate or age).

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

IF YOU ARE A COMMUNITY INTEREST STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **community interest stakeholder** and are eligible to run for or vote for an at-large, community-based organization, church, or education (or similar) seat. A community interest stakeholder is defined as a person who has involvement with a community organization within the NC's boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations. A for-profit entity shall not qualify as a Community Organization.

EXAMPLES OF PROOF OF COMMUNITY INTEREST

All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's participation in the community organization, and the address of the organization, business, school, etc., and a visible date.

- Membership card or participation certificate,
- Receipt of membership dues,
- Staff/membership roster,
- Letter on official letterhead from school, church, or organization stating that you have involvement with a community organization within the NC's boundaries. (see page 11 for a sample letter), or
- Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.

EXAMPLES OF A PHOTO ID

- Driver's license or identification card,
- Consular identification card,
- Passport, or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or identification card,
- Consular documents,
- Passport, or
- Birth certificate.

2025 NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. Date,
2. Name of Stakeholder,
3. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.),
4. Duration of the stakeholder's participation in the organization,
5. Contact information of the person writing the letter (if it does not appear in the letterhead),
6. Physical Address of the organization that has been continuously maintained within the boundaries of the neighborhood council for not less than one year,
7. Statement that the organization considers the stakeholder to be a participant in your organization,
8. Statement the community organization is non-profit, and
9. The organization representative's original signature, full printed name, and title.

Note: Letter should not be signed by candidate.

Sample Text:

Date

City of Los Angeles
Office of the City Clerk
555 Ramirez St. Space 300
Los Angeles, CA, 90012

To Whom It May Concern:

[Stakeholder name] has been **[a member/student/participant/volunteer/employee]** of **[organization name]** from **[date]** to the present. We consider her/him to be a participant in our organization's activities. We are located at **[state your establishment's local address.]** **[Organization name]** has maintained this address since **[date]** and is a non-profit organization.

Sincerely,
[Signature]
[Full name]
[Title]



2025 NEIGHBORHOOD COUNCIL ELECTION

LIST OF ACCEPTABLE CHALLENGES

Stakeholders who meet the eligibility requirements listed in the 2025 Neighborhood Council (NC) Election Handbook may file an election challenge on the conduct of a NC Election. The City Clerk will accept challenge requests for the following, but not limited to:

Candidate Filing Challenges:

- Ineligible or incorrect documentation proving stakeholder status;
- Exceeding term limits; or
- Candidate submitting application after the deadline.

Election Challenges:

- Candidates use of City or neighborhood council controlled buildings, equipment, supplies, funds, or other taxpayer resources for campaigning activities;
- Explicit use of City logo(s) for campaign materials by candidates (including LA City logo, City Clerk logo, the Department of Neighborhood Empowerment (EmpowerLA) logo, NC logo, and any other City department logo);
- NC Board endorsement of a candidate or slate of candidates;
- Use of NC funds or outreach materials to endorse a candidate or slate of candidates;
- Candidates posting handbills or any other campaign materials on public property;
- Incorrect ballots (wrong ballot, incorrect instructions, etc.) which caused voters to vote significantly more or less for a qualified/non-qualified or incorrect candidate;
- Ballot duplication (by candidate or stakeholder); or
- Illegal voting (e.g. a voter who casts more ballots than allowed in a NC Election or voter fraud.).

The following claims will **NOT** be accepted as grounds for an election challenge:

- Lack of outreach (outreach performed by a NC, DONE, or any other City entity);
- Published articles (challenges based on election information published in media (e.g., online, print, or any other type of media);



2025 NEIGHBORHOOD COUNCIL ELECTION

LIST OF ACCEPTABLE CHALLENGES (CONT.)

- Translated election material;
- Conduct regarding election or candidate information forums, or lack thereof;
- Ballot box location selection (unless the challenge is related to ADA compliance);
- Email forwarding of NC election material;
- Ballot design;
- NC-endorsed election procedures or policies;
- NC bylaws;
- Stakeholder qualifications to vote;
- DONE-approved outreach material;
- Campaign expenditure(s);
- Use of LA City logo, City Clerk logo, DONE logo, or NC logo if used on a website as identification for an active link to click through to the City, DONE or NC website, social media page, etc.;
- Negative campaigning, including social media posts.
- Endorsements and sample ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate;
- Ballots postmarked after Election Day;
- Ballots postmarked by Election Day and not received within 10 calendar days thereafter;
- Deficiencies in USPS mail delivery;
- Lack of mailing address; or
- Conduct of an all Vote-By-Mail election.

Note that the City Clerk is responsible for addressing and enforcing election-related rules and regulations. When reviewing submitted challenges, the City Clerk will take into consideration whether an alleged violation was previously addressed by the City Clerk and/or DONE and if either department had an opportunity to provide effective relief.