



Office of the  
**CityClerk**

# 2026 NEIGHBORHOOD COUNCIL ELECTION HANDBOOK

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VERSION DATE: June 16, 2026



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**Attachment A: 2027 Neighborhood Council Election Schedule**

**Attachment B: 2027 NC Election Timeline**

**Attachment C: NC Leadership Orientation Board Service Policy**

**Attachment D: NC Election Documentation Guide**

**Attachment E: List of Acceptable Challenges**

# INTRODUCTION

The Neighborhood Council (NC) Board Member Elections will be held in the Spring of 2027. The Office of the City Clerk (City Clerk) will implement a hybrid election model where NC voters will have the option to vote in person at polling locations or by mail. This handbook provides voters, candidates, and NC participants with information about election processes, including candidate filing, Vote-By-Mail (VBM), and Election Day operations.

During the 2027 NC Election Cycle, the 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 2027 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 NC Election website at [clerk.lacity.gov/ncelections](http://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](http://empowerla.org) or call at (213) 978-1551.

## **Office of the City Clerk**

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

**Email:** [clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org)

## **Department of Neighborhood Empowerment**

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

**Email:** [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

# 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 2027 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 procedures, rules, regulations, or issue any directives or moratoriums 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 2027 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 NC Election Information Worksheets and other election documents issued by the City Clerk;
6. Recruiting NC polling places;
7. Recruiting and training NC election poll workers;
8. Assisting the City Clerk's Public Services Section with the NC candidate filing process, including candidate filing challenges;

9. Providing VBM information to NCs;
10. Assembling NC polling place supplies;
11. Overseeing NC polling place operations on Election Day; and
12. 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 in person voter applications and VBM applications; mailing and receiving NC ballots;
5. Serving as poll workers and/or Poll Managers on Election Day;
6. Convening Independent Grievance Panels to process post-election NC challenges, when necessary;
7. Certifying and posting NC election results;
8. Processing poll worker payroll; and
9. 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 Los Angeles City 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, 2026**, for election related revisions to be applied in the 2027 election cycle. Note, 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. A "Stakeholder" shall be defined as 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. Election Group Schedule and Timeline

All NC elections will take place between May and June in 2027. NCs will be organized into six groups, with each group holding their elections on the same day.

1. The City Clerk - NC 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 filing actual deadline days.**

For more information on your NC's election group and election date, refer to **[Attachment A: 2027 Neighborhood Council Election Schedule](#)**.

For more information on your NC's election timeline, which includes important election deadlines, refer to **[Attachment B: 2027 NC Election Timeline](#)**. The 2027 NC Election Timeline is also available on the City Clerk's NC Election website at [clerk.lacity.gov/ncelections](http://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 2027 NC Elections. If you are interested in running for a NC board seat, consider taking the following steps:

1. Find out which NC you belong to by entering your qualifying address here: <https://empowerla.org/city-map/>.
2. Attend your local NC meeting and subscribe to your NC's Early Notification System to receive your NC's meeting agendas here: <https://lacity.gov/government/subscribe-agendas/neighborhood-councils>
3. Review your NC's Bylaws to understand your NC's board 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://neighborhoodempowerment.lacity.gov/>.
4. Review your NC's election timeline in [Attachment B: 2027 NC Election Timeline](#) or on the City Clerk's NC Election website at [clerk.lacity.gov/ncelections](http://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 (3.12 Candidate Guidelines).
6. Review [Attachment C: NC Leadership Orientation Board Service Policy](#) and become familiar with the roles and responsibilities of board members.

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

### 3.2 The Right to Run for an 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 The Candidate Filing Period

The candidate filing period will begin 135 days before Election Day and will last for 60 days. All candidate filing and candidate challenge deadlines will end at 11:59 p.m., Pacific Time Zone.

### 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 [clerk.lacity.gov/ncelections](http://clerk.lacity.gov/ncelections) 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  
NC Election Division  
C. Erwin Piper Technical Center  
555 Ramirez Street, Space 300  
Los Angeles, CA 90012

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

Fax: (213) 978-0376

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, and
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 (3) 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. The City Clerk will contact every candidate lacking sufficient documentation to clarify what is needed in order to certify. The candidate is responsible for providing additional information or documentation by the deadline.

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: 2027 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.

CANDIDATES WHO **DO NOT** SUBMIT A CANDIDATE FILING APPLICATION, SUBMIT DOCUMENTATION OR RESPOND TO REQUESTS FOR ADDITIONAL INFORMATION, MEET SPECIFIC BOARD SEAT REQUIREMENTS AND/OR ACKNOWLEDGE THE LEADERSHIP ORIENTATION POLICY **WILL NOT BE CERTIFIED.**

### 3.6 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 alpha order (the same order in which candidate names will appear on the ballot). Candidates may submit their optional statement and photograph up to 58 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.

### 3.7 Write-In Candidates

There are no write-in candidates for the 2027 NC Elections.

### 3.8 Running in Multiple Neighborhood Councils 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, NC's Bylaws dictate how many seats a candidate may run for. Most NCs limit candidates to one seat. However, some NCs allow candidates to run for more than one seat.

### **3.9 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 65 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.

### **3.10 Certified List of Candidates**

The City Clerk will post the 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.

### **3.11 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. The City Clerk will not conduct or participate in any NC Candidate Forums.

### 3.12 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 neighborhood council 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 may not engage in electioneering within 100 feet of the polling place entrance on Election Day.
9. Candidates should report any violation of these rules to the City Clerk.
10. 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 **3.13: Candidate Challenges** and **3.154: Resolving Candidate Challenges**.

### 3.13 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.

### 3.14 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. A justification for the candidate challenge
5. Documentation supporting the challenge claim
  - a. Challenges filed without supporting documentation will not be accepted.

Note that a challenger's name and justification for the candidate challenge is subject to public disclosure under the California Public Records Act (See [Section 11: Public Records Requests](#)). Supporting documentation is subject to limited disclosure.

Candidate challenges can be submitted approximately 135 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. See **Attachment B: 2027 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  
NC Election Division  
C. Erwin Piper Technical Center  
555 Ramirez Street, Space 300  
Los Angeles, CA 90012

Online Application:  
<https://forms.gle/3igZr3inomYau2A6A>

Email: [clerk.electionsnc@lacity.org](mailto:clerk.electionsnc@lacity.org)

Fax: (213) 978-0376

### 3.15 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. NC POLLING PLACES

### 4.1 NC Polling Place Preferences

The City Clerk will be responsible for recruiting polling places for the 2027 NC Elections. Polling place locations will be selected according to the preferences listed in 2027 Neighborhood Council Election Information Worksheet to the extent possible. The 2027 Neighborhood Council Election Information Worksheet is provided to all NCs to select their preferred polling place location and hours.

If a NC fails to submit this worksheet to the City Clerk, the City Clerk will use the polling place location from prior NC Elections or recruit a new polling place. Polling Place locations will be posted on the City Clerk's website at least 30 days before Election Day.

#### **4.2 Polling Place Recruitment**

The City Clerk will consider the following criteria when recruiting a polling place:

1. Sufficient space to accommodate voter registration and voting
2. Enclosed structure that complies with the Americans with Disability Act (ADA)
3. Sufficient parking for poll workers and voters
4. Traffic ingress/egress, which will be evaluated based on the number of potential voters on Election Day
5. Restroom access for poll workers
6. Proximity to public transportation
7. Availability for the entire Election Day, at least two hours before and after the voting hours (approximately 10 hours)
8. Space available for curbside voting, and
9. Neutral location for stakeholders and candidates.

The City Clerk will give priority to locations listed in the 2027 Neighborhood Council Election Information Worksheet. If locations are not available or do not adhere to the polling place criteria above, the City Clerk will recruit an alternate location, including, but not limited to City-owned facilities.

Note that there will be only one (1) polling place per NC election.

#### **4.3 Polling Place Hours**

Polls will be open between four to six hours on Election Day, between 9:00 a.m. and 8:00 p.m., and will be based on NC preferences listed in their 2027 Neighborhood Council Election Information Worksheet. Voters who are still in line when the polls close on Election Day will be allowed to vote.

#### **4.4 Polling Place Regulations**

Consumption of food and use of tobacco products are strictly forbidden inside the voting facility. Individuals in violation of these rules may be required to leave the polling location.

## 5. NC POLL WORKERS

### 5.1 NC Poll Worker Requirements

The City of Los Angeles encourages all stakeholders to participate in the 2027 NC Elections. If you are interested in serving as a NC poll worker, you must meet the minimum requirements, which include:

1. 18 years of age or older by Election Day
2. Speak, read, and write English (Bilingual skills are welcomed, but not mandatory)
3. Provide your own transportation to and from the polling place
4. Not a candidate for that NC
5. Complete a poll worker application (see [5.2 Poll Worker Application](#))
6. Complete the NC Poll Worker Orientation
7. Willing to work at a location assigned by the City Clerk, and
8. Willing to work the entire time the poll is open on Election Day.

### 5.2 Poll Worker Application

When completing a poll worker application, applicants must provide the following information:

1. Name
2. Birth Year
3. Mailing Address
4. Email Address
5. Telephone Number, and
6. Signature and date.

Applicants must also indicate which NC Election Group they would prefer to work in and if they are currently participating in a NC, either as a Board Member, candidate, or volunteer. Applicants may list any additional languages they speak, read, or write to provide assistance at the polls.

Applications must be submitted to the City Clerk no later than 30 days prior to a NC Election. Applicants will be contacted by the City Clerk, starting in early 2027.

Note that poll worker information may be subject to disclosure under the California Public Records Act. See [Section 11: Public Records Requests](#) for more information.

### 5.3 Poll Worker Assignments and Pay

Approximately 80 poll workers are needed per Election Group. Poll workers may request to work at a specific NC election, although assignments will primarily be based upon operational needs determined by the City Clerk.

When assigning poll workers, the City Clerk will consider a variety of factors including, but not limited to, the number of candidates, previous and expected voter turnout, election complexity (number of ballot varieties and stakeholder eligibility requirements), and language needs.

In general, City Clerk staff will serve as Poll Managers on Election Day and will provide each poll worker with their Election Day position. All poll workers will receive compensation for their service on Election Day.

### 5.4 Poll Worker Restrictions

Neither candidates nor their families can serve as poll workers in the candidate's NC. However, they will be allowed to serve as poll workers for any other NC.

## 6. VOTING ELIGIBILITY

### 6.1 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.

### 6.2 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.

### 6.3 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 C: 2027 NC Election Documentation Guide](#) for more information.

## 6.4 Voting in Multiple Neighborhood Councils

Stakeholders may be eligible to vote in multiple NCs provided they meet each NC's voter requirements. Stakeholders may submit only one Stakeholder Registration Form (if voting in-person) or VBM Application (if voting by mail) per NC.

## 6.5 The Stakeholder Registration Form

Any stakeholder who wishes to vote must complete a Stakeholder Registration Form or VBM Application provided by the City Clerk and meet the stakeholder verification requirements determined by NC Bylaws and the City Clerk. The City Clerk will use this form to determine the voter's eligibility and which ballot(s) to issue to the voter. There will be no pre-registration process for the 2027 NC Elections.

A voter's information on the Stakeholder Registration Form or VBM Application is subject to limited disclosure under the California Public Records Act. See [Section 11: Public Records Requests](#) for more information.

# 7. VOTE-BY-MAIL OPERATIONS

## 7.1 Vote-By-Mail Application

Stakeholders can complete and submit a VBM Application online at [clerk.lacity.gov/ncelections](http://clerk.lacity.gov/ncelections) 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: 2027 NC Election Documentation Guide](#)), and
8. If submitting a paper application, a voter must also provide their signature.

A voter's information on the VBM application is subject to limited disclosure under the California Public Records Act. See [Section 11: Public Records Requests](#) for more information.

Stakeholders who do not submit a VBM Application, fail to submit documentation (if applicable), or who 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.

## 7.2 Vote-By-Mail Period

The VBM application period will begin 60 days before Election Day. All VBM applications must be received 19 days prior to Election Day by 11:59 p.m., Pacific Standard Time.

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. Review [Attachment B: 2027 NC Election Timeline](#) for exact dates.

## 7.3 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  
NC Election Division  
C. Erwin Piper Technical Center  
555 Ramirez Street, Space 300  
Los Angeles, CA 90012

Email: [clerk.electionvbm@lacity.org](mailto:clerk.electionvbm@lacity.org)

Fax: (213) 978-0376

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

#### **7.4 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.

#### **7.5 Returning VBM Ballots**

VBM Ballots can be mailed using a postage paid envelope, dropped off at any polling place open on Election Day, or delivered to the City Clerk’s office.

Ballots must be postmarked by Election Day and received within ten calendar days. VBM envelopes must be signed by the voter to be processed.

## **8. ELECTION DAY OPERATIONS**

### **8.1 Election Day Staff**

City Clerk staff will serve as Poll Managers for each NC election. The Poll Manager supervises polling place operations and staff, including the following:

1. Greeting: Poll workers will greet voters and assist with managing the queue of voters.
2. Registration: Poll workers will register voters according to the eligibility requirements set forth in the NC’s Bylaws.
3. VBM Verification: Poll workers will check the voter registration against the VBM roster to ensure no duplication of voting.
4. Ballot Issuing: Poll workers will issue ballots to voters.
5. Provisional Voting: Poll workers will process voters who need to cast a provisional ballot.
6. Ballot Casting: Poll workers will ensure that all voted ballots are cast into the ballot box.

### **8.2 Polling Place Supplies**

The City Clerk will provide all polling place supplies for each NC election. These supplies will include, but are not limited to:

1. Signage (e.g., Directional arrows, “No Electioneering” signs, etc.)
2. Candidate Statement Binders
3. Stationary supplies (e.g., pencils, paper clips, etc.)
4. Voting booths
5. Stakeholder Registration Forms
6. Ballots and ballot box
7. Provisional and curbside voting supplies
8. Crowd control barriers (if necessary)
9. Tables and chairs

### **8.3 Official Ballots**

The City Clerk will conduct a random alphabetical drawing to determine the order in which candidate 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. The number of ballots produced for each NC election will be based on previous election turnout and the number of candidates on the ballot. The City Clerk will also consult with EmpowerLA and NCs when determining how many ballots to provide at the polls on Election Day.

### **8.4 Provisional Voting**

Provisional voting entitles any voter who claims a stake in a NC an opportunity to vote even though their eligibility to vote cannot be immediately determined at the polling place. The content of a Provisional Ballot will be the same as a regular ballot, but it must be cast “provisionally” until the City Clerk can verify the voter’s eligibility.

Voters who were mailed a VBM ballot and wish to vote at a polling place must vote provisionally to prevent double voting. The vote will be included in the tally once it is confirmed the VBM ballot was not received by the City Clerk.

When voting provisionally, the voter must complete a Provisional Ballot Envelope to be issued a Provisional Ballot. The voted Provisional Ballot must be placed into the issued envelope, which is signed and sealed before placing it into the Ballot Box.

Provisional voters will have three business days after Election Day to submit any information necessary for the City Clerk to determine their eligibility to vote and count their ballot.

## 8.5 Curbside Voting

Curbside voting will only be made available to voters with disabilities and are unable to access the polling place. Poll workers will be available to assist Curbside Voters with the voter registration process and ensure that their ballots are properly cast.

## 8.6 Electioneering

Electioneering is strictly prohibited at the polling place on Election Day. Individuals, candidates, organizations, or other entities cannot solicit a vote within 100 feet of the polling place location. This includes the audible dissemination of information that advocates for or against a candidate on the ballot.

Vehicles that have a banner or placard soliciting or recommending a vote are prohibited from parking within 100 feet of the entrance of the polling place location. When the 100 feet boundary falls in a street or a hazardous area, the boundary may be extended just beyond the street or hazardous area.

Loitering on the premises while the polling place is open is prohibited and will be considered electioneering by the City Clerk. Electioneering is further defined as inclusive of, but not limited to, any of the following:

1. A display of a candidate's name, campaign slogan, or logo;
2. Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; or
3. A sign relating to a stakeholder's eligibility to vote or speaking to a voter on the subject of the eligibility to vote.

Violation of these electioneering guidelines may result in an election challenge, as described in the Election Challenge portions of [Section 9: Election Results](#). Any questions concerning electioneering on Election Day should be directed to the Poll Manager.

## 8.7 Exit Polls and Surveys

Individuals, news media, NCs, or other organizations wishing to conduct a survey, exit poll, or outreach to voters on Election Day are permitted to do so under the following conditions:

1. Must sign in with the polling place staff and adhere to the Poll Manager's instructions concerning polling place operations;

2. Does not interfere with the voting process. Any person or group conducting surveys, exit polls, or other survey of voters are advised to remain at least 25 feet from the polling place;
3. Candidates are prohibited from participating and conducting surveys, exit polls, or outreach to voters on Election Day.

## **8.8 Media and Observers**

Observers and media representatives are permitted to observe polling place operations on Election Day provided they do not attempt to interfere with voting or vote processing procedures. Observers and media must sign in with the Poll Manager, receive a badge, and adhere to the Observer and Media Guidelines.

The following rules apply to all media and observers:

- Observers must not interfere with the voting process or election operations.
- Handling election materials, including ballots, or assisting in official operations is strictly prohibited.
- Soliciting or speaking to voters within the polling location is not allowed.
- Recording or taking photographs of polling place operations requires the consent of all individuals being filmed. Filming must cease if any person objects or if the Poll Manager determines the activity is disruptive.
- Photography of a voted ballot is prohibited.
- Questions about election procedures may be directed to poll workers, provided the inquiry does not interrupt polling place duties.
- Access to the voting booth area while polls are open is restricted to voters and poll workers.

Poll Managers or City Clerk staff reserve the right to dismiss media or observers if they are perceived to be interfering or disrupting the voting process or other polling place operations.

## **8.9 Photography and Filming in the Polling Place**

Filming, photographing or otherwise recording is allowed inside and outside the polling place provided that the person filming, photographing, or recording does not, in any way, interfere with any voter or prevent poll workers from carrying out their duties. Any person filming, photographing, or otherwise recording must meet the following requirements:

1. Obtain the consent of the voters or observers inside the polling place (polling place staff may not withhold permission to be filmed or photographed);

2. Not violate a voters' privacy in the voting booth; and
3. Not film any election material that can identify a voter including but not limited to, Stakeholder Registration Forms or voted ballots.

Voters may not be filmed, photographed, or otherwise recorded entering or exiting the polling place without their consent.

### **8.10 No Online or On-Site Early Voting**

There will be no Online Voting or On-Site Early Voting component for the 2027 NC Elections.

### **8.11 Language Assistance at the Polls**

The City Clerk will provide translation services by translating certain Election Day documents (including Stakeholder Registration Forms) and may provide language assistance at the polls in accordance with the preferences listed on each NC's 2027 Neighborhood Council Election Information Worksheet.

Voters may bring their own interpreters or translators to the polls on Election Day to assist them so long as the interpreter or translator signs the Voter's Registration Form and exits the polling place with the voter.

## **9. ELECTION RESULTS**

### **9.1 Election Tally Location and Time**

The City Clerk will begin counting ballots one (1) business day after Election Day. The tabulation of ballots shall take place at:

Office of the City Clerk – NC 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.

## 9.2 The 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 five (5) business days after Election Day and official results up to fifteen (15) days after Election Day on the City Clerk's website at [clerk.lacity.gov/ncelections](http://clerk.lacity.gov/ncelections).

## 9.3 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: 2027 NC Election Timeline** for the recount period.

## 9.4 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.

## 9.5 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 (3) 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.

## 9.6 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. Review [Attachment B: 2027 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 (Note that 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 (3) statements are allowed).

Information provided in an election challenge may be subject to public disclosure under the California Public Records Act. See [Section 11: Public Records Requests](#) for more information.

### **9.7 Election Challenges: Acceptable Challenge Categories**

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

### **9.8 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 (2) NC Stakeholders and one (1) staff member from the City Clerk.

### **9.9 Election Challenges: Challenge Remedies**

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.

# 10. POST-ELECTION PROCEDURES

## 10.1 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.

## 10.2 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.

## 10.3 Election Records

The City Clerk will retain all NC physical and digital election-related materials for a period of 60 days after the end of the fiscal year.

After 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.

## **11. PUBLIC RECORDS REQUESTS**

### **11.1 The 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. Note 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 in a reasonably efficient manner. Otherwise, records related to NC elections are subject to disclosure under the CPRA.

### **11.2 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, Space 300, Los Angeles, 90012, prior to the copies being made. Checks should be made out to the City of Los Angeles.

### **11.3 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, and
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:

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, and
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.

### **11.4 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), and
3. First and Last Name.

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

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, and
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.

### **11.5 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.

### **11.6 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.

# 2027 Neighborhood Council Election Election Schedule

Attachment A

## Group 1 Saturday May 1

Arleta,  
Foothill Trails District,  
Granada Hills North,  
Granada Hills South,  
Mission Hills,  
North Hills East,  
North Hills West,  
Northridge East,  
Northridge West,  
Pacoima,  
Panorama City,  
Sun Valley Area,  
Sylmar

## Group 2 Thursday, May 6

Arts District Little Tokyo,  
Downtown LA,  
Greater Toluca Lake,  
Greater Valley Glen,  
Historic Cultural North,  
MacArthur Park,  
NoHo,  
North Hollywood Northeast,  
North Hollywood West,  
Olympic Park,  
Pico Union,  
Sherman Oaks,  
Studio City,  
Valley Village,  
Van Nuys,  
Westlake North,  
Westlake South,  
Wilshire Center-Koreatown

## Group 3 Saturday, May 15

Atwater Village,  
Canoga Park,  
Echo Park,  
Encino,  
Lake Balboa,  
Los Feliz,  
Porter Ranch,  
Rampart Village,  
Reseda,  
Silver Lake,  
Tarzana,  
West Hills,  
Winnetka,  
Woodland Hills-WC

## Group 4 Saturday, May 22

CANNDU,  
Central San Pedro,  
Coastal San Pedro,  
EC Southeast,  
EC Southwest,  
Harbor City,  
Harbor Gateway North,  
Harbor Gateway South,  
Northwest San Pedro,  
South Central,  
Voices,  
Watts,  
Wilmington,  
Zapata-King

## Group 5 Sunday, June 6

Bel Air-Beverly Crest,  
Central Hollywood,  
Del Rey,  
East Hollywood,  
Greater Wilshire,  
Hollywood Hills West,  
Hollywood Studio District,  
Hollywood United,  
Mar Vista,  
Mid City West,  
North Westwood,  
P.I.C.O.,  
Palms,  
South Robertson,  
Venice,  
West Los Angeles-Sawtelle,  
Westchester-Playa

## Group 6 Saturday, June 12

Arroyo Seco,  
Boyle Heights,  
Eagle Rock,  
EC Central,  
EC North,  
EC West,  
Glassell Park,  
Greater Cypress Park,  
Hermon,  
Historic Highland Park,  
LA-32,  
Lincoln Heights,  
Mid City,  
Park Mesa Heights,  
United Neighborhoods,  
West Adams

**These NCs will not be participating in the 2027 NC Elections:** Central Alameda and Elysian Valley Riverside  
**These NCs use the Selection process to seat their NC Board Members:** Chatsworth, Northridge South,  
Sunland-Tujunga, Westside

## 2027 Neighborhood Council Election Timeline

### Election Dates

Election Group 1	Saturday, May 1, 2027
Election Group 2	Thursday, May 6, 2027
Election Group 3	Saturday, May 15, 2027
Election Group 4	Saturday, May 22, 2027
Election Group 5	Sunday, June 6, 2027
Election Group 6	Saturday, June 12, 2027

Revised: 7/1/2026

## Election Group 1 Election Timeline

**Election Day:            May 1, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Thursday	December 17, 2026
Candidate Challenge Period Begins	E-135	Thursday	December 17, 2026
Candidate Filing Period Ends	E-75	Monday	February 15, 2027
Documentation Deadline for Candidates	E-72	Thursday	February 18, 2027
Last Day to Submit Candidate Challenges	E-65	Thursday	February 25, 2027
Candidate Withdrawal Deadline	E-65	Thursday	February 25, 2027
Last Day to Resolve Candidate Challenges	E-61	Monday	March 1, 2027
Deadline to Announce Board Affirmation	E-60	Tuesday	March 2, 2027
Release of Certified List of Candidates	E-60	Tuesday	March 2, 2027
Deadline to Recruit Polling Place	E-60	Tuesday	March 2, 2027
Ballot Development Begins	E-60	Tuesday	March 2, 2027
Vote-By-Mail Application Period Begins	E-60	Tuesday	March 2, 2027
Poll Worker Recruitment Begins	E-60	Tuesday	March 2, 2027
Candidate Photo/Statement Deadline	E-58	Thursday	March 4, 2027
Ballot Mailing Period Begins	E-35	Saturday	March 27, 2027
Complete Ballots	E-25	Tuesday	April 6, 2027
Vote-By-Mail Application Period Ends	E-19	Monday	April 12, 2027
Deadline to Mail Ballots/Resends	E-12	Monday	April 19, 2027
<b>Election Day</b>	<b>0</b>	<b>Saturday</b>	<b>May 1, 2027</b> <sup>1</sup>
Recount/Challenge Filing Period Begins	E+1	Sunday	May 2, 2027
Provisional Voter Document Deadline	E+4	Wednesday	May 5, 2027
Unofficial Results Due	E+5	Thursday	May 6, 2027
Recount/Challenge Filing Period Ends	E+6	Friday	May 7, 2027
Deadline to Receive Postmarked Ballots	E+10	Tuesday	May 11, 2027
Challenge Resolution Deadline	E+11	Wednesday	May 12, 2027
Official Results Due/Certification Deadline	E+13	Friday	May 14, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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.

## Election Group 2 Election Timeline

**Election Day:            May 6, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Tuesday	December 22, 2026
Candidate Challenge Period Begins	E-135	Tuesday	December 22, 2026
Candidate Filing Period Ends	E-75	Saturday	February 20, 2027
Documentation Deadline for Candidates	E-72	Tuesday	February 23, 2027
Last Day to Submit Candidate Challenges	E-65	Tuesday	March 2, 2027
Candidate Withdrawal Deadline	E-65	Tuesday	March 2, 2027
Last Day to Resolve Candidate Challenges	E-62	Friday	March 5, 2027
Deadline to Announce Board Affirmation	E-62	Friday	March 5, 2027
Release of Certified List of Candidates	E-62	Friday	March 5, 2027
Deadline to Recruit Polling Place	E-62	Friday	March 5, 2027
Ballot Development Begins	E-62	Friday	March 5, 2027
Vote-By-Mail Application Period Begins	E-60	Sunday	March 7, 2027
Poll Worker Recruitment Begins	E-60	Sunday	March 7, 2027
Candidate Photo/Statement Deadline	E-58	Tuesday	March 9, 2027
Ballot Mailing Period Begins	E-35	Thursday	April 1, 2027
Complete Ballots	E-25	Sunday	April 11, 2027
Vote-By-Mail Application Period Ends	E-19	Saturday	April 17, 2027
Deadline to Mail Ballots/Resends	E-12	Saturday	April 24, 2027
<b>Election Day</b>	<b>0</b>	<b>Thursday</b>	<b>May 6, 2027</b> <sup>1</sup>
Recount/Challenge Filing Period Begins	E+1	Friday	May 7, 2027
Provisional Voter Document Deadline	E+4	Monday	May 10, 2027
Unofficial Results Due	E+5	Tuesday	May 11, 2027
Recount/Challenge Filing Period Ends	E+6	Wednesday	May 12, 2027
Deadline to Receive Postmarked Ballots	E+10	Sunday	May 16, 2027
Challenge Resolution Deadline	E+11	Monday	May 17, 2027
Official Results Due/Certification Deadline	E+13	Wednesday	May 19, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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.

## Election Group 3 Election Timeline

**Election Day:        May 15, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Thursday	December 31, 2026
Candidate Challenge Period Begins	E-135	Thursday	December 31, 2026
Candidate Filing Period Ends	E-75	Monday	March 1, 2027
Documentation Deadline for Candidates	E-72	Thursday	March 4, 2027
Last Day to Submit Candidate Challenges	E-65	Thursday	March 11, 2027
Candidate Withdrawal Deadline	E-65	Thursday	March 11, 2027
Last Day to Resolve Candidate Challenges	E-61	Monday	March 15, 2027
Deadline to Announce Board Affirmation	E-60	Tuesday	March 16, 2027
Release of Certified List of Candidates	E-60	Tuesday	March 16, 2027
Deadline to Recruit Polling Place	E-60	Tuesday	March 16, 2027
Ballot Development Begins	E-60	Tuesday	March 16, 2027
Vote-By-Mail Application Period Begins	E-60	Tuesday	March 16, 2027
Poll Worker Recruitment Begins	E-60	Tuesday	March 16, 2027
Candidate Photo/Statement Deadline	E-58	Thursday	March 18, 2027
Ballot Mailing Period Begins	E-35	Saturday	April 10, 2027
Complete Ballots	E-25	Tuesday	April 20, 2027
Vote-By-Mail Application Period Ends	E-19	Monday	April 26, 2027
Deadline to Mail Ballots/Resends	E-12	Monday	May 3, 2027
<b>Election Day</b>	<b>0</b>	<b>Saturday</b>	<b>May 15, 2027</b> <sup>1</sup>
Recount/Challenge Filing Period Begins	E+1	Sunday	May 16, 2027
Provisional Voter Document Deadline	E+4	Wednesday	May 19, 2027
Unofficial Results Due	E+5	Thursday	May 20, 2027
Recount/Challenge Filing Period Ends	E+6	Friday	May 21, 2027
Deadline to Receive Postmarked Ballots	E+10	Tuesday	May 25, 2027
Challenge Resolution Deadline	E+11	Wednesday	May 26, 2027
Official Results Due/Certification Deadline	E+13	Friday	May 28, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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.

## Election Group 4 Election Timeline

**Election Day:        May 22, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Thursday	January 7, 2027
Candidate Challenge Period Begins	E-135	Thursday	January 7, 2027
Candidate Filing Period Ends	E-75	Monday	March 8, 2027
Documentation Deadline for Candidates	E-72	Thursday	March 11, 2027
Last Day to Submit Candidate Challenges	E-65	Thursday	March 18, 2027
Candidate Withdrawal Deadline	E-65	Thursday	March 18, 2027
Last Day to Resolve Candidate Challenges	E-61	Monday	March 22, 2027
Deadline to Announce Board Affirmation	E-60	Tuesday	March 23, 2027
Release of Certified List of Candidates	E-60	Tuesday	March 23, 2027
Deadline to Recruit Polling Place	E-60	Tuesday	March 23, 2027
Ballot Development Begins	E-60	Tuesday	March 23, 2027
Vote-By-Mail Application Period Begins	E-60	Tuesday	March 23, 2027
Poll Worker Recruitment Begins	E-60	Tuesday	March 23, 2027
Candidate Photo/Statement Deadline	E-58	Thursday	March 25, 2027
Ballot Mailing Period Begins	E-35	Saturday	April 17, 2027
Complete Ballots	E-25	Tuesday	April 27, 2027
Vote-By-Mail Application Period Ends	E-19	Monday	May 3, 2027
Deadline to Mail Ballots/Resends	E-12	Monday	May 10, 2027
<b>Election Day</b>	<b>0</b>	<b>Saturday</b>	<b>May 22, 2027</b> <sup>1</sup>
Recount/Challenge Filing Period Begins	E+1	Sunday	May 23, 2027
Provisional Voter Document Deadline	E+4	Wednesday	May 26, 2027
Unofficial Results Due	E+5	Thursday	May 27, 2027
Recount/Challenge Filing Period Ends	E+6	Friday	May 28, 2027
Deadline to Receive Postmarked Ballots	E+10	Tuesday	June 1, 2027
Challenge Resolution Deadline	E+11	Wednesday	June 2, 2027
Official Results Due/Certification Deadline	E+13	Friday	June 4, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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.

## Election Group 5 Election Timeline

**Election Day: June 6, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Friday	January 22, 2027
Candidate Challenge Period Begins	E-135	Friday	January 22, 2027
Candidate Filing Period Ends	E-75	Tuesday	March 23, 2027
Documentation Deadline for Candidates	E-72	Friday	March 26, 2027
Last Day to Submit Candidate Challenges	E-65	Friday	April 2, 2027
Candidate Withdrawal Deadline	E-65	Friday	April 2, 2027
Last Day to Resolve Candidate Challenges	E-61	Tuesday	April 6, 2027
Deadline to Announce Board Affirmation	E-60	Wednesday	April 7, 2027
Release of Certified List of Candidates	E-60	Wednesday	April 7, 2027
Deadline to Recruit Polling Place	E-60	Wednesday	April 7, 2027
Ballot Development Begins	E-60	Wednesday	April 7, 2027
Vote-By-Mail Application Period Begins	E-60	Wednesday	April 7, 2027
Poll Worker Recruitment Begins	E-60	Wednesday	April 7, 2027
Candidate Photo/Statement Deadline	E-58	Friday	April 9, 2027
Ballot Mailing Period Begins	E-36	Saturday	May 1, 2027
Complete Ballots	E-25	Wednesday	May 12, 2027
Vote-By-Mail Application Period Ends	E-19	Tuesday	May 18, 2027
Deadline to Mail Ballots/Resends	E-12	Tuesday	May 25, 2027
<b>Election Day</b>	<b>0</b>	<b>Sunday</b>	<b>June 6, 2027<sup>1</sup></b>
Recount/Challenge Filing Period Begins	E+1	Monday	June 7, 2027
Provisional Voter Document Deadline	E+4	Thursday	June 10, 2027
Unofficial Results Due	E+5	Friday	June 11, 2027
Recount/Challenge Filing Period Ends	E+6	Saturday	June 12, 2027
Deadline to Receive Postmarked Ballots	E+10	Wednesday	June 16, 2027
Challenge Resolution Deadline	E+11	Thursday	June 17, 2027
Official Results Due/Certification Deadline	E+15	Monday	June 21, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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.

## Election Group 6 Election Timeline

**Election Day:      June 12, 2027**

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-135	Thursday	January 28, 2027
Candidate Challenge Period Begins	E-135	Thursday	January 28, 2027
Candidate Filing Period Ends	E-75	Monday	March 29, 2027
Documentation Deadline for Candidates	E-72	Thursday	April 1, 2027
Last Day to Submit Candidate Challenges	E-65	Thursday	April 8, 2027
Candidate Withdrawal Deadline	E-65	Thursday	April 8, 2027
Last Day to Resolve Candidate Challenges	E-61	Monday	April 12, 2027
Deadline to Announce Board Affirmation	E-60	Tuesday	April 13, 2027
Release of Certified List of Candidates	E-60	Tuesday	April 13, 2027
Deadline to Recruit Polling Place	E-60	Tuesday	April 13, 2027
Ballot Development Begins	E-60	Tuesday	April 13, 2027
Vote-By-Mail Application Period Begins	E-60	Tuesday	April 13, 2027
Poll Worker Recruitment Begins	E-60	Tuesday	April 13, 2027
Candidate Photo/Statement Deadline	E-58	Thursday	April 15, 2027
Ballot Mailing Period Begins	E-35	Saturday	May 8, 2027
Complete Ballots	E-25	Tuesday	May 18, 2027
Vote-By-Mail Application Period Ends	E-19	Monday	May 24, 2027
Deadline to Mail Ballots/Resends	E-12	Monday	May 31, 2027
<b>Election Day</b>	<b>0</b>	<b>Saturday</b>	<b>June 12, 2027<sup>1</sup></b>
Recount/Challenge Filing Period Begins	E+1	Sunday	June 13, 2027
Provisional Voter Document Deadline	E+5	Thursday	June 17, 2027
Unofficial Results Due	E+5	Thursday	June 17, 2027
Recount/Challenge Filing Period Ends	E+7	Saturday	June 19, 2027
Deadline to Receive Postmarked Ballots	E+10	Tuesday	June 22, 2027
Challenge Resolution Deadline	E+11	Wednesday	June 23, 2027
Official Results Due/Certification Deadline	E+13	Friday	June 25, 2027
Retention of NC Materials	-	Monday	August 30, 2027

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/APPOINTMENT  
BOARD SERVICE ACKNOWLEDGEMENT AND AFFIRMATION**

**Introduction**

Thank you for your interest in serving or continuing to serve as a volunteer Neighborhood Council board member for the City of Los Angeles. 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.

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](#) requiring 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 and must agree to them if elected or chosen to fill a vacancy.

If elected, you will be provided access to, and in many cases required to participate in, essential training in several areas. Mandatory training must be completed within the time allotted. Failure to complete mandatory training may result in censure, suspension, and potential removal from your board.

In addition to training, 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. These include policies of the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, the Office of the City Clerk, and the Office of the City Attorney. Each of these offices has a separate role as outlined below.

The information and descriptions below implement the Commission's *Leadership Orientation Policy* and expectations. Candidates must also affirm that they will comply with all applicable Federal, State, and City laws, including but not limited to the California Public Records Act and the Ralph M. Brown Act. Failure to comply with these laws is grounds for censure, suspension, and potential removal from your board.

**Components of the Neighborhood Councils**

***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.

***Neighborhood Councils Are Part of the City.*** Neighborhood Councils are Charter created volunteer bodies that advise City decision makers. Per Charter Section 901,

Neighborhood Councils are formed to promote community 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.

As advisory bodies to the City, Neighborhood Councils are a part of the City. , As such, they may influence City decision makers and advance the interest(s) of their communities through the use of Community Impact Statements (CISs) and letters in support or opposition to City decisions.

***What it Means to be a Neighborhood Council Board or Stakeholder Committee 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](#) (No Expiration)
- B. Ethics (Required every two years by [California Gov. Code Section 53235](#))
- C. Funding (Required every two years)
- D. Planning 101 (required for Planning and Land Use Committee Members)
- E. Diversity, equity, inclusion, and anti-bias training (No Expiration)
- F. Workplace Equity (No Expiration)
- G. Gender expression and gender identity (Required by Los Angeles Administrative Code Section 22.821(b). No Expiration)

A board member must complete all of the required training to be eligible to vote on any financial matters before the board pursuant to the City Clerk's [NC Funding Guidelines](#) Policy 1.0, Section 2(a)(v). Board members should consult the bylaws of your Neighborhood Council for any additional training requirements that the Neighborhood Council may require as a condition of voting on items before the board. Stakeholder committee members may be required to complete trainings depending on their assigned committees.

***Responsibilities of Neighborhood Council Board and Stakeholder Committee Members.*** Board members volunteer their time, engage with the community, provide expertise on various issues, and make advisory recommendations to City decision-makers. Neighborhood Council Board Members may commit an average of 10 – 25 hours a month on behalf of the Neighborhood Council System. Neighborhood Councils are subject to federal, state, and local laws that govern City departments and government entities, These laws include, but are not limited to, the Brown Act, the California Public Records Act, the Americans with Disabilities Act, the Los Angeles City Charter, the Los Angeles City Administrative Codes, and Board of Neighborhood Commission Policies, and Neighborhood Council bylaws and standing rules . Failure to comply may result in corrective actions and/or possible suspension and removal of the Board/Committee Member.

## **City Departments Supporting the Neighborhood Councils**

***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 and resources 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 training 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.

***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. NCAD provides legal advice to Neighborhood Councils Boards and Committee members, the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, the City Clerk and all City Officials and agencies on issues related to the Neighborhood Council system. NCAD attorneys provide advice on the Brown Act, Public Records Act requests, conflicts of interest, contracts (including leases, Neighborhood Purpose Grants, and service agreements), and any other laws impacting the Neighborhood Council system.

***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 Division 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:** The Neighborhood Council Funding Program issues policies and guidelines related to the funding provided to neighborhood councils.

## **City Commission With Oversight over Neighborhood Councils**

### ***Board of Neighborhood Commissioners (Commission)***

The Board of Neighborhood Commissioners (BONC) 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.

## **Laws Applicable to the Requirements as a Neighborhood Council System Board Member**

As you begin your journey with the Neighborhood Council System, you will be in the unique position to learn many state and local laws under which you will operate. As a board member, it is essential to know the various rules that guide you and the compliance required from board members. These laws include, but are not limited to those listed below and may range from the Brown Act, the California Public Records Act, the Americans with Disabilities Act, the Los Angeles City Charter, the Los Angeles City Administrative Codes, and Board of Neighborhood Commission Policies and the Neighborhood Council bylaws and standing rules. Below is a brief description of the laws you will be expected to know and abide by as a Neighborhood Council Board Member:

### ***Federal Laws Governing the Neighborhood Council System, Board and Committee Members***

- A. U.S. Constitution.** Provisions of the U.S. Constitution, including but not limited to 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 Board and Committee Members***

- 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 \(CPRA\)](#).** 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. Board members must take on the responsibility to respond to CPRA requests and may seek assistance from DONE and the Office of the City Attorney Neighborhood Council Advice Division. Compliance with the CPRA is mandatory, and failure to do so is grounds for censure, suspension, and potential removal from your board.
- 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. Neighborhood Council board and committee members must comply with the Brown Act and work with DONE and the Office of the City Attorney Neighborhood Council Advice

Division when Brown Act violations are alleged. Failure to comply is grounds for censure, suspension, and potential removal from your board.

- D. **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 Council board and committee members must abide by applicable provisions and have a duty to seek conflict of interest advice from the Office of the City Attorney Neighborhood Council Advice Division.
- E. **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. Neighborhood Council board and committee members must abide by applicable provisions and have a duty to seek conflict of interest advice from the Office of the City Attorney Neighborhood Council Advice Division.
- F. **Federal Employment Practice Laws**. In addition, Neighborhood Councils must abide by laws and policies preventing workplace violence, sexual harassment, and discrimination. Neighborhood Council board and committee members must inform DONE of any issues regarding 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 both 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. Volunteer Neighborhood Council board and stakeholder committee members are subject to the City's Workplace Equity Policy and Workplace Equity Complaint Procedure. 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 pursuant to the Board of Neighborhood Commissioners removal policy.

- E. Campaign 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 is 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 and stakeholder committee members have a duty to contact the Office of the City Attorney Neighborhood Council Advice Division for advice on these matters before any discussion or vote on a related matter.

### **Neighborhood Council Operational Policies, and Rules.**

Empower LA assists the Neighborhood Councils with operational matters. Neighborhood Councils procedurally operate under the following:

- A. 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.
- B. 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.

- C. **Parliamentary Procedure (e.g. 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 should 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 maintains a public list of all board members and candidates who have affirmed or who have failed to affirm this acknowledgment.

- The Department may require newly elected board members to participate in a mandatory orientation prior to board service. All mandatory training 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 affirm that I have read, understand and agree to follow all rules, laws and procedures detailed above. I understand that if I refuse to follow the rules, laws and procedures described above, I may be subject to censure, suspension, and/or removal from the Neighborhood Council committee and/or board.**

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Signature

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Date



# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

All citizens and non citizens are eligible to serve on Neighborhood Council boards and vote in Neighborhood Council elections.

Every Neighborhood Council candidate and stakeholder voting in Documentation-Required style Neighborhood Council elections are required to submit identification and any applicable documentation to the City Clerk to establish their eligibility to run or vote for a Neighborhood Council 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 Neighborhood Council 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 real property, or participates in a Neighborhood Council 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.



# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NEIGHBORHOOD COUNCIL AS A RESIDENT...

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

If a Neighborhood Council 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.

- Non Expired 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NEIGHBORHOOD COUNCIL 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 Neighborhood Council 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NEIGHBORHOOD COUNCIL AS A HOMEOWNER...

The following documents are acceptable to prove that you **own** a home, condominium, townhouse, or other domicile, reside in a Neighborhood Council, 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU LIVE IN THE NEIGHBORHOOD COUNCIL AS A HOMELESS RESIDENT...

The following documents are acceptable to prove that you are **homeless** and **reside** in a Neighborhood Council 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU WORK IN THE NEIGHBORHOOD COUNCIL...

The following documents are acceptable to prove that you **work** in a Neighborhood Council 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU OWN A BUSINESS IN THE NEIGHBORHOOD COUNCIL...

The following documents are acceptable to prove that you **own** a business or business property in a Neighborhood Council 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.

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU OWN REAL PROPERTY IN THE NEIGHBORHOOD COUNCIL...

The following documents are acceptable to prove that you **own** real property in a Neighborhood Council 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.

# 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 Neighborhood Council 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 Neighborhood Council is required, please refer to the Neighborhood Council 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).

# NEIGHBORHOOD COUNCIL ELECTION DOCUMENTATION GUIDE

## IF YOU ARE A COMMUNITY INTEREST STAKEHOLDER...

The following documents are acceptable to prove that you participate in a Neighborhood Council 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 Neighborhood Council'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 Neighborhood Council'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 Neighborhood Council'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.

# 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/stakeholder.

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Sample Letter:

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]**

## LIST OF ACCEPTABLE CHALLENGES

Stakeholders who meet the eligibility requirements listed in the 2027 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:

- Electioneering by candidate(s) or stakeholder(s) at or within 100 feet of the polling place entrance on Election Day;
- 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;
- Polling place is not located at an Americans with Disabilities Act (ADA) accessible facility;
- 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.).

# LIST OF ACCEPTABLE CHALLENGES (cont.)

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

- Lack of outreach (outreach performed by a NC, EmpowerLA, 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);
- Translated election material;
- Conduct regarding election or candidate information forums, or lack thereof;
- Polling place or ballot drop 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;
- EmpowerLA-approved outreach material;
- Campaign expenditure(s);
- Use of LA City logo, City Clerk logo, EmpowerLA logo, or NC logo if used on a website as identification for an active link to click through to the City, EmpowerLA, 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;
- Change of polling place location;
- Use of police and/or security at a polling place;
- Ballots postmarked after Election Day;
- Ballots postmarked by Election Day and not received within ten (10) calendar days thereafter;
- Deficiencies in USPS mail delivery;
- Lack of mailing address; or
- Conduct of a Hybrid election.

## **LIST OF ACCEPTABLE CHALLENGES (cont.)**

Note 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 EmpowerLA and if either department had an opportunity to provide effective relief.