CITY OF LOS ANGELES
CALIFORNIA

Eric Garcetti
MAYOR

January 17, 2017

Honorable Members of the
    Los Angeles City Council
c/o City Clerk's Office
Room 395, City Hall
Los Angeles, CA 90012

**SUBJECT: REPORT BACK ON COUNCIL FILE 15-1022-S2 REGARDING ONLINE
VOTING PILOT FOR NEIGHBOHROOD COUNCIL ELECTIONS**

Honorable Members:

SUMMARY

The Department of Neighborhood Empowerment, in collaboration with the Office of the City Clerk, conducted an online voting and voter registration pilot for 36 Neighborhood Councils in the 2016 Neighborhood Council elections on the Everyone Counts platform. The outcomes and recommendations are presented in this report.

The Department appreciates and thanks the Neighborhood Councils for participating in the pilot, the Office of the City Clerk for their excellent work with candidate registration as well as testing and development of the online voting platform and the Bureau of Engineering for developing a crucial online address look up widget, all of which were necessary to make this pilot possible.   Based on the following outcomes, the Department recommends continued build out of the online voter registration and voting platform for Neighborhood Council subdivision elections in April 2017 and all Neighborhood Council elections from March to June 2018 with changes to election outreach, board structures and voting requirements.

RECOMMENDATION

That the City Council adopt the following recommendations:

1. Instruct the Department of Neighborhood Empowerment and the Office of the City Clerk to continue the build out of Neighborhood Council voter registration and online voting platform to be available for 2 Neighborhood Council subdivision elections (Herman Neighborhood Council and Skid Row Neighborhood Council)

AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

in April 2017 and to be completed for 96-98 Neighborhood Councils in time for the 2018 Neighborhood Council elections.

2. Instruct the Department of Neighborhood Empowerment to require picture identification along with self-affirmation of the stakeholder type (live, work, own real property or substantial and ongoing community interest stakeholder) to register to vote in order to make the voting process easier and for the voting age set by the Neighborhood Councils to be between 12 and 16 years old for their elections and selections citywide in order to encourage youth participation.

3. Instruct the Department of Neighborhood Empowerment to work with the Neighborhood Councils and the Board of Neighborhood Commissioners to change the individual Neighborhood Council voting requirements and, if necessary, the applicable Neighborhood Council board structures so that there are no more than 3 ballot types required for each Neighborhood Council election or selection in 2018.

4. Instruct Neighborhood Councils to set aside at least 20% of their yearly funding in election and selection years to notify stakeholders of candidate filing and of the election and to support any election day costs for location, refreshments and volunteers. This funding would be in addition to the citywide election outreach that will be conducted by the Department of Neighborhood Empowerment if such funding is allocated.

5. Instruct the Office of the City Administrative Officer to identify $342,000 in funding for the following election outreach and expansion of the online voting platform this current fiscal year to begin as soon as possible:
   a. $150,000 for continued build-out of online platform
   b. $90,000 for Printing and Binding
   c. $67,000 for As-Needed Staffing
   d. $35,000 for Office and Admin

BACKGROUND

Goals
For the 2016 Neighborhood Council online elections voting pilot, the Department of Neighborhood Empowerment (EmpowerLA) had the following goals:

1. Create a secure voter registration database on the Everyone Counts platform so that once voters are registered for the 2016 election, they will not have to re-register for subsequent Neighborhood Council elections.
2. Offer secure online and telephone voting on the Everyone Counts platform so voters could easily vote either in person at the polling location or from any computer, tablet or phone.
3. Increase voter turnout because of the ease of voter registration and voting.

Neighborhood Councils in the Pilot

Neighborhood Councils were provided the option of enrolling in the pilot, and 35 Neighborhood Councils initially elected to do so. Of the 35, 2 Neighborhood Councils, Greater Valley Glen Neighborhood Council and Central Alameda Neighborhood Councils, ultimately did not have an election because they had no contested seats, which resulted in a board affirmation instead. Another Neighborhood Council, Echo Park Neighborhood Council, was included in the pilot after the initial 35 because of fears of voter intimidation at the polling location. In total, 34 Neighborhood Councils conducted online voting elections in the pilot. Of these 34, 12 Neighborhood Councils also offered Interactive Voice Response (IVR), i.e., telephone voting. All 36 Neighborhood Councils had advanced voter registration available. Eighteen of the Neighborhood Councils verified voters through self-affirmation and 18 verified voters through documentation. See Attachment A for a summary of the 36 Neighborhood Councils in the pilot.

Voter Registration and Voting Processes

For Election Regions 1-4, which covered the North and South Valley, voters for the pilot Neighborhood Councils could only register online on the EmpowerLA website (empowerla.org/onlinevoting/) to vote either online or via telephone[1] if they wanted to vote before the polling date. The voter registration database was hosted on EmpowerLA's QuickBase case management system because the Everyone Counts voter registration database was not completed until June 2016. This delay was due in part to a later start for the online voting pilot because of the final contract approval date and in part to the complexity of connecting the Everyone Counts voter registration database to the online voting platform. Everyone Counts required the online voting platform to be completely separate from the voter registration database for security reasons.

Voters in Neighborhood Councils that required self-affirmation for voter registration had to still scan or take a photo of any picture identification with their name on it and upload the information to the voter registration portal. All self-affirmation voters for the pilot Neighborhood Councils had to provide photo identification at the polling location as well to check against the voter registration database to determine if they had already voted or registered. This requirement was to prevent voters from voting online and then coming to the polling location and voting again or vice versa.

Voters in Neighborhood Councils that required documentation for voter registration had to provide both picture identification and paperwork verifying the type of stakeholder they were in order to register to vote online or at the polling location. See Attachment B for a list of acceptable Qualifying Documents for Neighborhood Council Elections.

When EmpowerLA election staff received the voter registration documents, they would review for completion, and once verified, staff were instructed to delete the documentation from the database. Voter registrations with the same names and/or

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[1] Porter Ranch Neighborhood Council had the addition of Pop-Up Polls for voter registration before their election date because their election was moved from April to June due to the gas leak in the area.

email addresses were flagged for further review to determine their validity. Verified voters were downloaded from the QuickBase voter registration database daily and sent to Everyone Counts where they were entered into the online voting platform to be issued a unique user number and password to vote, which were then emailed to the voter. The average turnaround time from voter submission to verification was 5 calendar days and from verification to receiving a user number and password to vote was 2 calendar days.

Online voter registration was available by the first week of January 2016 and was open until 7 days before the Neighborhood Council's election day. This early close allowed staff the time to complete the verification process and to send the online voting credentials. Once online voter registration was closed, voters would have to go to the election day polling location to complete their voter registration to vote unless a Pop-Up Poll was offered for their Neighborhood Council the 7 days before the election day.

To vote, voters who received their online voting credentials from Everyone Counts, could cast their vote online from 3 weeks before the election day to the close time of the poll on the election day. If they did not want to vote online, they could go to the polling location the day of the election to cast their vote online or on a paper ballot. They could also cast their vote at a Pop-Up Poll if their Neighborhood Council offered one. The online voting experience was available in Spanish and English. In order to track the source of the votes and to control the close of online voting on the polling day,[2] Everyone Counts created 2 online voting accounts: one for the polling location and one for off polling site voting. Election staff had the ability to check Everyone Counts' staff database whether a voter had already voted online and to check off if a voter voted at the polls in order to ensure each voter had only voted once. How the voter voted was never visible online to staff as that information was encoded as soon as the vote was cast.

At the close of election day, election staff would work with Everyone Counts to compile an Unofficial Canvass of Votes that would combine the off polling site online votes, at poll online votes, at poll paper ballots and at poll provisional ballots. This list would be posted on the EmpowerLA website for public review and election challenges. If no election challenges were filed, a Final Canvass of Votes would be issued 5 days after the election day. If election challenges were filed, a Final Canvass of Votes would be issued once all election challenges were resolved. See Attachment C for more details in the Neighborhood Council 2016 Election Manual.

OUTCOMES

EmpowerLA partially met its goals for the pilot:

1. Create a secure voter registration database on the Everyone Counts platform so that

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[2] Election staff had to be able to delay the close of online voting ballot submission at the polling location in case there was a line at closing time. Election staff could let voters in line complete their voting processes, which would take them past the closing time. In these cases, the off polling site voting database would close on time, while the onsite polling voting database would close after the last voter finished casting their online ballot.

once voters are registered for the 2016 election, they will not have to re-register for subsequent Neighborhood Council elections.

Outcome: The Everyone Counts voter registration database has been created for 50 Neighborhood Councils[3] though it was only completed in time to test for several Neighborhood Councils. Verified voters from 2016 will be loaded into the voter registration database so they will not need to be verified again in 2018.

2. Offer secure online and telephone voting on the Everyone Counts platform so voters could easily vote either in person at the polling location or from any computer, tablet or phone.

   Outcome: Voters had the ability to vote online securely and, for the most part, easily in person at the polling location or from any computer, tablet or phone once they received their voting credentials. For some voters, receiving voting credentials was a challenge as noted below in election issues.

   IVR was offered in the pilot despite Everyone Counts recommendation that voting via touch tone phone was not easy to either set up or cast a ballot[4] because some Neighborhood Councils wanted a lower technology option for their voters. Of the 12 Neighborhood Councils that offered IVR, only 2 votes were cast. Due to the high work load to set up the IVR, which was handled by the Office of the City Clerk, and the low voter use, EmpowerLA does not recommend using IVR in the future.

3. Increase voter turnout because of the ease of voter registration and voting.

   Outcome: Of the 34 Neighborhood Councils, 16 Neighborhood Councils had a voter increase from their last election or selection, ranging from 1 to 270 voters with the majority of the increase being less than 100 voters, but which resulted in mostly over 10% voter increase when compared to 2014.

   These results confirmed that online voting, like any other type of voting platform, is heavily influenced by other factors other than the ease of voting, e.g. number of candidates, how much outreach was conducted, process for voter registration and whether there was a community issue or different factions driving an increase in election numbers.

   Of the 25,571 votes cast in the 2016 Neighborhood Council elections, 34% of voters voted online and 34% of those online voters voted on their own devices.

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[3] Everyone Counts completed its voter registration database in June 2106 so it was only available for 3 Neighborhood Councils: Mid City, Empowerment Congress North and Empowerment Congress West. Per the contract with the City, Everyone Counts completed the voter registration and online voting platforms for 50 Neighborhood Councils. EmpowerLA selected the remaining 14 Neighborhood Councils for completion. See Attachment D for all 50 Neighborhood Councils for which the voter registration database and online voting platform are completed.

[4] Using IVR to cast a ballot on a touch tone phone can take 20 to 30 minutes or more because each candidate must be announced for every seat in order for the voter to select via touch tone.

ELECTION ISSUES

Aside from these outcomes, EmpowerLA identified the following issues for online voter registration and voting that were either addressed at the time of the occurrence or will need to be addressed for online voter registration and voting to be offered in the 2018 Neighborhood Council elections. See Attachment E for a more detailed summary of all the Neighborhood Council election results and issues.

1. Voters were reluctant to upload sensitive documents to complete voter registration online.

    Because of security concerns and/or the expressed disbelief of the type of documentation needed to verify stakerholdership to vote in Neighborhood Council elections, many voters did not complete their online voter registration, which resulted in more people voting at the polling locations than expected. Approximately 68% of the 5701 voters, who registered online, completed their registrations.

    Solution: EmpowerLA created the Pop-Up Polls once online voting moved out of the Valley in order to address this issue. Pop-Up Polls consisted of one or two staffers going to a field location where many stakeholders would hopefully be present to register and vote them there. These types of voting opportunities were really critical for some Neighborhood Councils to increase their voting numbers. Staff would review the documentation at the location and issue voting credentials then and there for the voter to cast their vote on either a tablet on the voter's smart phone. Pop-Up Poll locations were provided by the candidates all of whom were asked to provide a location by staff. For future elections, EmpowerLA recommends the Neighborhood Council provide Pop-Up Poll locations by board vote in their Election Stipulation Worksheets to avoid accusations of unfairness from some candidates who provided no locations about other candidates who may have provided multiple locations.

    In addition, voter registration should occur at Neighborhood Council events and meetings year long in partnership between EmpowerLA, Office of the City Clerk and the Neighborhood Councils. Several Neighborhood Council members could be deputized to assist in verifying voters. This idea was supposed to be implemented for the 2016 elections, but could not because of the delay in the voter registration database build out.

    Again, once voters are registered, they would not have to re-register again unless they moved, had a change in stakeholder status or the Neighborhood Council changed their voting requirements or board structure.

2. Some voters required more assistance than expected to complete online voting registration and voting.

While there were successes in voters using their own devices to vote and voting quickly at the polls online,[5] there were also challenges as some voters did not know how to use a tablet at the polls or had trouble submitting the online voting ballot on the Everyone Counts platform. The online voting ballot was one long ballot with every race on a single page, which had to be scrolled through, and any changes the voter made on the ballot started the scrolling from the top again. Once the voter reached the bottom of the ballot, some of them did not know to click submit. Some voters also wanted proof that they voted via email, but that was not possible because of the anonymity of the vote, which voters did not understand completely.

Also, there were voters who had trouble registering either because they tried to register multiple voters with one email account or had registered for the wrong type of stakeholder so they did not get the ballot they wanted or thought they could vote for in an election.[6] These actions caused complaints to staff that voters were not receiving their credentials or that online voting does not work.

Solution: When it was evident from the first election at Sylmar Neighborhood Council that voters were taking longer to vote because they were unfamiliar with either using a tablet and/or the online ballot, EmpowerLA created a "How-To" video and written instructions in multiple languages for using the tablet and working with the online ballot, which were posted in the voting booths. More education and instruction should be prepared in 2018 ahead of time to address the technological divide as well as to inform voters of general election information, including that voter registration information is considered public information, which many voters do not know. Education would also assist with voters trying to register multiple voters under one email and for voters who did not receive the ballot they were supposed to in a race to explain how to properly register to vote and the different Neighborhood Council ballots.

Extra voting time at the online polls was also due to voters not knowing how to input voter user identification and passwords. Having additional staff available to assist in addition to posted directions with pictures alleviated this issue.

EmpowerLA and the Office of the City Clerk have also discussed with Everyone Counts a change from the one page scrolling ballot to paginated ballots with a page for each race. Everyone Counts is now able to provide this improvement for all Neighborhood Council elections to make voting for each race and the final submission of the ballot clearer and easier. There are also additional technological improvements, such as a voting receipt with QRL code, to load ballots quicker at the polls, which also doubles as voting proof, and card swipe machines to make loading voter information faster instead of manually typing it in, which significantly slowed voter down registration at the polls. Having physical poll books, which list registered voters, would also assist in speeding up voter check-in on election day.

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[5] One particular great success at the polls in Sylmar Neighborhood Council was when a Spanish speaking voter brought her young child to assist her with translating the ballot. The voter was delighted to find, however, that the online voting portal was in Spanish so she was able to read and complete her ballot by herself.

[6] See Historic Cultural Neighborhood Council and Studio City Neighborhood Council respectively in Attachment E.

3. EmpowerLA initial voter registration and online voting policies and procedures needed to be updated in real time to address stakeholder elections issues.

   In preparing for the 2016 Neighborhood Council elections, EmpowerLA was in unchartered territories in preparing its voter registration and online voting policies. While Everyone Counts provided their expertise, the many elections they have conducted were based on pre-existing voter registration databases of residents. Because of the diversity of Neighborhood Council stakeholders and because there were no existing registered voter databases, EmpowerLA worked with Everyone Counts to create an entirely new system.

   While EmpowerLA election staff did their best to follow verification policies and procedures, excessive workload of verifying voters and following up on the many voters who did not provide all of the necessary documentation, caused staffing errors, which delayed the distribution of online voting verifications. In addition, not having a clear understanding of QuickBase led one staffer to provide the candidates of the Studio City Neighborhood Council with an internal list of the registered voters with links to sensitive documents. These documents were either pending for those voters who were still missing documents or should have been deleted upon verification, but had not been because of a misunderstanding of the EmpowerLA policies that these documents should be deleted immediately instead of at the end of the election.

   Solution: While the EmpowerLA were updating procedures during the elections in an effort to address issues, after the elections, EmpowerLA has debriefed with the Neighborhood Councils, Office of the City Clerk and Everyone Counts to ensure better procedures for the 2018 elections now that we have foundational knowledge of where improvements have to occur. The error of the QuickBase voter database being shared with sensitive documents will not be possible on the Everyone Counts voter database because the documents and voter registration file are separated, which could not happen in QuickBase. Policies for following up on the handling and deleting of any sensitive information must also be implemented in 2018.

   EmpowerLA and the Office of the City Clerk have decided that in order to increase efficiencies and to focus on our strong suits that EmpowerLA will focus strictly on election outreach and the Office of the City Clerk will focus on all election functions from voter registration to online voting.

4. More Neighborhood Council election outreach efforts are needed not only by the Neighborhood Council, but also by EmpowerLA, particularly for candidates.

   In the 2016 elections, EmpowerLA staff encountered more resistance than in the past to Neighborhood Councils conducting election outreach. Many board members both during the elections and in post election town halls stated that it made no sense for them to conduct the outreach to find candidates to run against them. While EmpowerLA assisted in a citywide marketing campaign about Neighborhood Councils with bus benches, bus stops and banners, EmpowerLA does not have the

staffing or funding to launch a comprehensive campaign for each of the Neighborhood Councils individually.

Solution: Neighborhood Councils were asked by EmpowerLA to set aside at least 10% of their yearly allocation to spend towards election outreach and costs in 2016. Notification to stakeholders via mailers and online campaigns are critical to getting candidates, and such efforts are very costly. Even with a more robust citywide campaign by EmpowerLA, Neighborhood Councils should be required set aside election outreach funds along the lines of 20% of their yearly allocation for the 2018 elections.

EmpowerLA also requested in the current year budget proposal for funds to begin planning election outreach earlier since by the time EmpowerLA receives the funding and staffing in election fiscal years, there is not enough time for the Valley to receive the full benefit of the election outreach. In order to continue the build out for online voting and voter registration for Neighborhood Councils and begin the necessary election outreach preparations this fiscal year, EmpowerLA is requesting City Council to provide the following funds in the current fiscal year:
- $150,000 for continued build-out of online platform for 96 Neighborhood Councils this fiscal year
- $90,000 for Printing and Binding (bus benches, banners, signs, etc.)
- $67,000 for As-Needed Staffing
- $35,000 for Office and Admin (swag, pins, social media ads, etc.)

Everyone Counts has provided pricing for the 2018 Neighborhood Council elections that either administers an expanded pilot of the 50 Neighborhood Councils that are already built out or continues the building out to 96 Neighborhood Councils. There is also pricing for the 2020 election cycle that shows the ongoing costs to administer online voting and voting registration for 96 Neighborhood Councils. See Attachment F. EmpowerLA recommends continuing the building out of the online voting and voter registration for the remaining 46 Neighborhood Councils because of the time it takes to complete the build. Additional funding has been requested in the EmpowerLA

5. More uniformity in voting requirements is needed for Neighborhood Councils to be inclusive of all stakeholders.

Article IX, Section 900 of the Los Angeles City Charter states that "Neighborhood Council shall include representatives of the many diverse interest in communities…" After co-administering the past 3 election cycles with the Office of the City Clerk, EmpowerLA has determined that there needs to be more uniformity in voting requirements for Neighborhood Council elections to make participation easier for all stakeholders. See Attachment D for supporting information for these recommended changes:

   a. Having no more than 3 ballot styles for Neighborhood Council elections and selections – while every community is unique, the complexity and confusion of having upwards of 21 different ballot styles for some Neighborhood

Councils is not only hard for stakeholders to understand when they are trying to determine what ballot they qualify for, but also difficult to execute at the polling location for election staff.
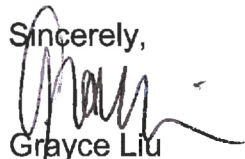
b. Having a voting age minimum between 12 to 16 years old to encourage youth participation – Neighborhood Councils should be part of the first experience of civic engagement for youth in Los Angeles, but 32 Neighborhood Councils set their minimum voting age at 18 years old. This creates a situation where only some youth can participate in the Neighborhood Council system depending on the luck of where they are stakeholders. While a few Neighborhood Councils allow youth as young as 12 to vote in their elections, the voting age for all Neighborhood Councils should be lowered to at least 16 years old.

c. Voter documentation requirements should only be any type of picture identification and self-affirmation about the type of stakeholder the voter is – the majority of Neighborhood Councils (51) already use self-affirmation to verify that they can vote in a Neighborhood Council election. The requirement of the excessive documentation that is currently mandated in the remaining Neighborhood Council (45) elections has caused stakeholders to leave the polling location without voting or having to vote provisionally, including current and former City Councilmembers and other electeds. This documentation issue is, in the nationwide conversation of voter suppression, one of the most significant obstacles to overcome in engaging voters and one of the most significant tools for excluding voters. There are no federal, state, county, local or private elections that are as complex as the Neighborhood Council election documentation requirements. Keeping the picture identification is currently necessary to prevent double voting for online voting and polling locations. If another method can be identified, which only requires the initial picture identification to register, EmpowerLA recommends that option instead.

CONCLUSION

Neighborhood Councils average at least 40,000 in just residential stakeholders alone, not including the work, own real property and community interest stakeholders. Attempting to engage this many stakeholders in a 2 to 9 hours of at polls only election is impossible. Online voting and a voter registration database is the only cost efficient platform to connect Neighborhood Councils to an increased voter base of all ages, which should be the continuing election goal of every Neighborhood Council.

Please feel free to contact me directly if you have any questions relative to this report.

Sincerely,

Grayce Liu
General Manager
Department of Neighborhood Empowerment

NEIGHBORHOOD COUNCILS
EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT

List of the 36 Online Voting Neighborhood Council 2016 Elections

Neighborhood Council	Region	Self-Affirmation	Documentation	Election Date
Sylmar *	1	✓		04-02-16
Panorama City	1		✓	04-02-16
North Hills West	2	✓		04-09-16
Northridge East	2		✓	04-09-16
Northridge West	2		✓	04-09-16
Porter Ranch	2		✓	06-11-16
Lake Balboa	3	✓		04-17-16
Reseda *	3	✓		04-17-16
Canoga Park	3		✓	04-17-16
Encino	3		✓	04-17-16
West Hills	3		✓	04-17-16
Greater Valley Glen	4	✓		04-07-16
North Hollywood Northeast	4	✓		04-07-16
Studio City *	4		✓	04-07-16
Mid City West *	5	✓		05-01-16
Olympic Park *	6	✓		05-05-16
Downtown LA	6		✓	05-05-16
Historic Cultural	6		✓	05-05-16
Echo Park	7		✓	05-14-16
Silver Lake	7		✓	05-14-16
LA 32 *	8	✓		05-21-16
Glassell Park	8		✓	05-21-16
Historic Highland Park	8		✓	05-21-16
Lincoln Heights *	8		✓	05-21-16
Central Alameda *	9	✓		06-11-16
Empowerment Congress Southeast *	9	✓		06-11-16
Empowerment Congress Southwest	9	✓		06-11-16
Zapata-King *	9	✓		06-11-16
Empowerment Congress North *	10	✓		06-18-16
Mid City *	10	✓		06-18-16
Empowerment Congress West	10		✓	06-18-16
Palms	11	✓		06-05-16
South Robertson	11	✓		06-05-16
Del Rey	11		✓	06-05-16
Harbor Gateway North	12	✓		06-11-16
Wilmington	12		✓	06-11-16

* Interactive Voice Response (Telephone Voting)

QUALIFYING DOCUMENTS
for Neighborhood Council elections

NEED HELP? Write to elections@empowerla.org, or call (818) 293-VOTE (8683)

PHOTO ID

Documents on the following list are acceptable proof of identity to vote in a Neighborhood Council election:

- CA driver's license
- CA identification card
- Passport
- Credit card with your photo on it
- Other picture ID showing your name - work, school, gym, club, etc.

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable, so long as they show both your name & a photo of you.

LIVE

Documents on the following list are acceptable proof that you live within the council boundaries:

- current mail with your name/address
- current utility bill with your name/home address
- current lease agreement
- current rent receipt
- letter from landlord, Renter's Association, Homeowner's Association, or Neighborhood Watch verifying your residency (see a sample letter HERE)
- renter's insurance policy
- homeowner's insurance policy
- LA County property tax bill
- current mortgage statement
- deed
- Homeowner's Association bill
- County Assessor Parcel Number (APN) for your address

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable, so long as they show both your name and an address within the council boundaries.

WORK

Documents on the following list are acceptable proof that you work within the council boundaries. Please note that whatever you provide must show a business name, your name and an address that falls in the Neighborhood Council boundaries:

- current W2 or 1099
- project/job contract or service agreement
- work permit
- letter from employer on business letterhead (see sample letter HERE)
- personal business card with your name + business name/address
- staff roster showing your name
- current business mail with your name/business name/business address
- pay stub or paycheck
- business lease or rental agreement
- business rental receipt
- invoices from vendors
- printed advertisement or business webpage (showing both your name as owner/employee + local address)
- commercial lease or rental receipt
- current City of LA business license
- CA State Board of Equalization resale certificate
- LA County property tax bill
- letter from local Business Improvement District or Chamber of Commerce stating you own the business or property in question (see sample letter HERE)

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you work locally, so long as they show both your name and an address within the council boundaries.

OWN

Documents on the following list are acceptable proof that you own a residential or commercial property within the council boundaries:

- LA County property tax bill
- Current residential or commercial mortgage statement
- homeowner's insurance policy
- deed
- Homeowner's Association bill
- County Assessor Parcel Number (APN) for your address
- Letter from local Homeowners' Association verifying your ownership at that address (see a sample letter HERE)
- Letter from local Business Improvement District (BID) or Chamber of Commerce verifying your ownership at that address (see a sample letter HERE)

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you own a residential or commercial property locally, so long as they show both your name and an address within the council boundaries.

ONGOING & SUBSTANTIAL PARTICIPATION

Documents on the following list are acceptable proof that you have a "community interest" within the council boundaries, meaning that you have a substantial and ongoing participation with a group or organization within the area. In general, documents that verify that you are a community interest stakeholder should show both your name and the organization's name, as well as an address for the organization that falls within council boundaries:

- Personal business card, membership card or participation certificate
- Church, school or other organizational roster
- Flyer, agenda, calendar or newsletter
- Letter on official letterhead from school; church; or organization stating that you have a substantial & ongoing participation there (see a sample letter HERE)
- Receipt for membership dues or contributions

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you have a substantial and ongoing participation locally, so long as they show both your name; the name of your organization; and an address within the council boundaries.

In addition, some Neighborhood Councils have specific ballots for stakeholders who qualify according to specific standards unique to that council. In general, in order to qualify in such situations, documents used to verify your status should still include your name; the name of any associated organization; and an address within the council boundaries.

VOTER VERIFICATION LETTER CHECKLIST

**Please prepare this letter on an official letterhead, if available.
** Please do not forget to include a local address for your establishment, as this letter is invalid without it.

Items to include:

- Date
- Name of voter
- Relationship of voter to your establishment (such as member, student, participant, volunteer, employee)
- Contact info of person writing letter (if it doesn't already appear on letterhead)
- Local address of your establishment (if not already on letterhead)
- Statement that you consider this voter to be a substantial and ongoing participant in your activities/business/classes.
- Your signature, full name + title

Sample text:

Date

[Voter name] is a member/student/participant/volunteer/employee of ours. We consider her/him to be a substantial and ongoing participant in our activities/business/establishment/organization. We are located at [state your establishment's local address.]
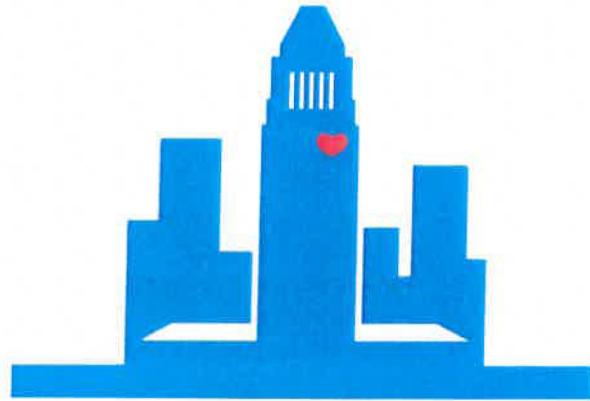
Sincerely,
[signature]
Full name
Title

Neighborhood Council
2016 ELECTION MANUAL

Table of Contents

Revised April 29, 2016

Introduction

The Department of Neighborhood Empowerment (EmpowerLA) and the Office of the City Clerk (City Clerk) are pleased to work with the Neighborhood Councils on your elections in 2016. We have developed this manual to help guide candidates and voters through the election process. While some of the policies in this manual also apply to the Selection process (an alternative to elections), the majority of the information will focus on the election process and procedures.

Many thanks to those Neighborhood Council leaders who have provided critical election feedback that we have incorporated into this manual; who have volunteered to help coordinate regional outreach; who are acting as Independent Election Administrators to guide their fellow Neighborhood Councils through the election process; and who volunteer at the polls and step forward regularly to ask us how they can help make these elections successful. We appreciate your enthusiasm and leadership and are inspired by this partnership with you.

Lastly, we want to acknowledge the hard work of our City partners that make our participation in the Neighborhood Council elections possible: Mayor's Office, City Council, Chief Administrative Officer, Chief Legislative Analyst, Office of the Controller, and the Office of the City Attorney, who have made their election documents and staff available to us during our election preparation.

Please do not hesitate to contact us if you have any questions about the information in this manual. Thank you for your time and efforts in supporting your communities and the Neighborhood Council system!

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Office of the City Clerk   **Clerk.LACity.org/elections**

Election Office
Office of the City Clerk   Main line: (213) 978-0444
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Definition of Terms

2016 Election Procedures Manual - This document provides Citywide rules of operation for the Neighborhood Council Election.

2016 Election Procedures Stipulation Worksheet - This document reflects the choices the Neighborhood Council makes relative to their Election Day, time and location.

Board Affirmation - If a Neighborhood Council fails to register enough candidates to have a competitive race, the election will be cancelled, and the candidates seated by affirmation. If there are not enough candidates to meet a quorum of the board, the Department will use the Board of Neighborhood Commissioners Loss of Quorum policy to seat a new board.

Board Election - Type of election that utilizes a secret ballot for voting. These elections will be run according to the policies and procedures set forth in this manual. In addition, the Neighborhood Council must follow the regional election timeline.

Board Slates - A group of candidates that agree to campaign together, typically on shared materials and with a shared message. All members of a slate must agree to be on the slate in writing.

Board Selection - Type of election that does not require a secret ballot to select Neighborhood Council Board Members. A Board Selection is an open vote, such as a show of hands.

Candidate - A person running for an elected board seat.

Candidate Seat Designation - The seat a candidate identifies that he or she is running for.

Candidate Filing - The formal process by which a stakeholder files to seek for an open seat in a Neighborhood Council.

Canvass - The process of collecting votes and providing the tally of results.

City Clerk - The Office of the City Clerk.

Department - Department of Neighborhood Empowerment.

Election Time - The hours of operation of the polls on Election Day.

Election Timeline - Timeline that lists key election dates and deadlines for the Neighborhood Council elections.

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EmpowerLA - Department of Neighborhood Empowerment.

EmpowerLA's Neighborhood Council Election Acceptable Forms of Documentation - This document is available at EmpowerLA.org/Elections and illustrates the many types of acceptable documentation for candidates and voters.

IEA - Independent Election Administrator - An individual on contract with the City of Los Angeles assisting Neighborhood Councils with running the elections.

NC - Neighborhood Council.

Open Seat - A position on a Neighborhood Council that is open for election this term.

Region - A group of six to ten Neighborhood Councils in close proximity that will hold their elections on the same day.

Stakeholder - Anyone who lives, works or owns real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Tally - The process of counting votes.

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Election Process

I.   Overview

EmpowerLA and the City Clerk will be conducting elections regionally starting on or about December 19, 2015 and ending on or about June 30, 2016. Each region is comprised of six to ten Neighborhood Councils who will hold their elections on the same day, but at different times and locations within their boundaries. An Independent Election Administrator (IEA) will be assigned to work with the Neighborhood Councils in each region. The IEA assists the Neighborhood Council with education about the elections, outreach (both regionally and individually), paperwork (making sure all necessary election paperwork is completed in time and reviewing all submitted documents from candidates and voters), and monitoring the polls on the day of the election with assistance from Department poll workers and Neighborhood Council volunteers.

CHANGES FROM PRIOR ELECTION CYCLES:

- **Regional Election Meetings** - EmpowerLA will hold regional election meetings to disseminate election information so that Neighborhood Councils in the same region can have an opportunity to get to know each other and leverage resources for outreach.

- **Timeline** - the timeline for elections has been changed to reflect an earlier filing period for candidates. Candidate filing will be open 105 days prior to the election and close 60 days prior to the election.

- **Election Procedures** - EmpowerLA, the City Clerk and the Neighborhood Councils will use the Election Procedures in this manual for procedures that apply citywide. Neighborhood Councils will only need to approve a 2016 Election Procedures Stipulation Worksheet with the changes for the 2016 elections, such as Election Day, time and location. (Attachment A)

- **Election Time** - For poll voting, the polls will be open for a four (4) hour window with the ability to extend to six (6) hours by request. For electronic and telephone voting, voter registration will be open until 7 days before any election. Online and telephonic voting will be open for a period of 21 days prior to the election day and will conclude at the close of the polls on election day.

- **Online Candidate Filing** - Eligible individuals running for an NC seat will file for candidacy online on the EmpowerLA website for both at poll and online elections.

- **Online and Telephonic Voting** will be piloted on up to 35 Neighborhood Councils that have already been selected.

- **Online Voter Registration** - Voters for the Neighborhood Councils conducting online and telephonic voting will have the ability to pre-register online to vote.

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- **Online Voting Tabulation** will be conducted in accordance with the process established by the EmpowerLA, the City Clerk, and the Online Voting Vendor and the results will be posted at the polling location, online at EmpowerLA.org, and on the Neighborhood Council's website.

- **Vote-By-Mail** - Vote-By-Mail is available with an initial set up fee of $5000 for 500 ballots because of the extra staffing the City Clerk will bring on to administer a particular Neighborhood Council's Vote-By-Mail, which includes developing an online Vote-By-Mail application portal, receiving Vote-By-Mail applications via the online application portal, reviewing Vote-By-Mail ballot applications, fulfilling requests for ballots, verifying any application information as necessary and processing the final count. The deadline for NCs to decide to include a Vote-By-Mail option in their elections is October 30, 2015.

- **Defaults** - EmpowerLA will set defaults for necessary election information, such as the election day, time, location, etc. if the Neighborhood Council does not provide the information by the set deadlines.

II.   Election or Selection

The City Charter allows for Neighborhood Councils to elect or select their board members.

The **Board Election Process** demands a secret ballot for the voters and will be run according to the policies and procedures set forth in this manual. In addition, the Neighborhood Council must follow the regional election timeline. Most voters are familiar with this model.

The **Board Selection Process** does not have a secret ballot and is usually conducted in a town hall style setting where board members are selected by a public vote such as showing of voter hands or a printed ballot where the ballot is signed by the voter in public. EmpowerLA has provided a Selection Procedures Stipulation Worksheet to assist Neighborhood Councils with a selection process.

If a Neighborhood Council wants one year terms for board members or wants more flexibility as to the day they want to hold a vote for the new board members, then they should use a Selection Process. Elections are only held during the even-numbered years so board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wants a different date than the election day chosen by the region, then they will need to go to a Selection Process.

III.   Election Timeline

To provide you with an overview of the election process, we have divided it into eight phases:

PHASE 1 - Getting Ready   *Timeline – September 1, 2015 to E-105*

EmpowerLA has already set up the Regions, and the Neighborhood Councils must select their election day no later than October 9, 2015. If an election committee is not already in place and working, the Neighborhood Council boards should immediately appoint a minimum three person Election Committee (including a Chair) to work with the IEA and the Department.   The Neighborhood Council board should also have an Outreach Committee to focus on outreach for candidates, outreach for voters, and coordination with the regional Neighborhood Councils. These committees can be combined since their efforts and work will complement each other.

To Do: □ Meet with the Neighborhood Councils in your region to discuss outreach
             □ Set a goal to recruit a minimum of three candidates per open board seat
             □ Tell your stakeholders that you are having an election!
             □ Start recruiting candidates as early as possible!
             □ Start advertising your candidate forum(s)

2016 Election Procedures Stipulation Worksheet

Each Neighborhood Council board conducting an election should complete the 2016 Election Procedures Stipulation Worksheet designating day, time and location for polling locations. The Elections Committee should make recommendations to the board which will then make the decisions and submit the Stipulation Worksheet to EmpowerLA.

Outreach Planning

Neighborhood Councils are asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections.

Please use the Outreach Plan form provided by the EmpowerLA in conjunction with the Election Procedures Stipulation Worksheet for ideas on how to conduct outreach regionally and locally. In addition, your Neighborhood Council may also want to include:

- Candidate Information Sessions - The Neighborhood Council may want to hold Candidate Information Sessions regionally on its own to attract candidates to run for board seats. The Department also offers the EmpowerLA Leadership Academy workshops, which provide training for candidates.

- Candidate Statements - Neighborhood Councils can link to the EmpowerLA page with candidate statements and photos. They can also copy candidate statements from the EmpowerLA website and publish them in emails, newsletters or any outlet available to the

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Neighborhood Councils.

- Candidate Forums - Each Neighborhood Council may present any number of Candidate Forums or arrange for forums sponsored by other organizations, such as a Chamber of Commerce or other regional Neighborhood Council organizations. Each forum, however, must ensure that each and every certified candidate is provided equal time and exposure.

- Perform outreach for your election to encourage voter participation.

The Department sends out a weekly e-newsletter that will keep everyone updated on the elections and other issues affecting the Neighborhood Council system.

Phase 2 - Election Timeline Starts   *Timeline – 105 days from Election Day*

One hundred and five days from the Election Day, the official timeline of the elections begin with the opening of candidate filing. Candidate filing is open for 45 days and will close 60 (sixty) days prior to each NC election. All potential candidates will file for candidacy online on the EmpowerLA website. All candidates will need to upload documentation to prove that they are eligible to run for the seat for which they are filing. Candidate statements and pictures may also be uploaded. The EmpowerLA website will list each candidate as "pending" until the documentation information has been verified by the City Clerk. Once the information has been verified, the City Clerk will change the status of the candidate to "certified" and the name will be placed on the ballot.

To Do: □ Start recruiting candidates if you haven't already!
                      □ Hold Candidate Information Sessions
                      □ Keep telling your stakeholders that you are having an election!

Phase 3 – Election Commitment   *Timeline – 60 from election day*

All candidate filing forms must be submitted no later than sixty (60) days prior to election day. Candidates who have filed by this deadline will have three business days to submit any additional information to establish their stakeholder status for the position they are running for. The candidate review period ends fifty (50) days prior to the election day. Forty-six (46) days prior to the election day will be the deadline for candidates to withdraw their candidacy and have their names removed from the ballot. Withdrawals after forty-six days will be processed by the NC after Election Day. Forty-five (45) days prior to the Election, the City Clerk will release the final certified candidate list. If there are no contested seats, i.e. only one (1) candidate for each open seat, the Department will hold a Board Affirmation town hall at the next regular meeting of the Neighborhood Council to seat the new board. If there are not enough candidates to meet a quorum of the board, the Department will use the Board of Neighborhood Commissioners Loss of Quorum policy to seat a new board.

If the Neighborhood Council's open board seats have multiple candidates, then it's time to engage voters to come out to the election and vote!

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To Do:
- ☐ Announce the candidates for the election
- ☐ Hold Candidate Forums
- ☐ Recruit volunteers to assist on the day of the election
- ☐ Develop an exit poll or survey for your stakeholders on election day
- ☐ Keep telling your stakeholders that you are having an election!

Recruiting Election Volunteers

EmpowerLA will provide a Poll Manager and Assistant Poll Manager on the day of the election. They will be supervised by the Independent Election Administrator (IEA). We encourage Neighborhood Councils to provide volunteers for their elections. The volunteers can be non-candidate board or committee members and stakeholders. Because all the elections are occurring on the same day in the region, board and committee members are encouraged to work on a neighboring council's elections in the region. EmpowerLA will provide a short training for all volunteers on how to conduct a successful election.

Ballots

All Neighborhood Council Regions will have an opportunity to vote at a polling site. Additionally, up to 35 Neighborhood Councils will have the ability to participate in online and/or telephonic voting prior to election day.

For at poll voting, the City Clerk will prepare stakeholder registration forms, ballots, poll worker and volunteer name tags and instructions. The City Clerk will assemble the Election Kit with supplies for the poll thirty days prior to the at poll election.

Online Voting

Neighborhood Councils that have chosen Online Voting will begin registering voters before the Candidate Registration process begins. The Department will engage the Election Committees and the Outreach Committees so that they can work together to promote the election, engage and register voters, and stir enthusiasm in the community.

Neighborhood Councils with Online Voting will still have an Election Day polling location for those that would prefer to vote in person. Voters will register (if they haven't already registered), and they will vote using an online portal. Their vote will be tabulated in the same process as the online ballots.

The Online Voter Registration period will begin in mid-November and close 7 days prior to each election. Online and telephonic voting will be open for a period of 21 days before the Election Day. The deadline for Stakeholders to submit documentation is 7 days prior to Election Day. After that, they must register or complete their registration at the Election Day Polling location.

In order to maintain the integrity of the online voting process, Neighborhood Councils who verify voters with self affirmation must still require voters to provide photo identification to establish their identity both online and in person at the Election Day Polling location. Neighborhood Council who verify with documentation still need to provide such documentation online or in person at the Election Day Polling location.

Neighborhood Council Exit Polls or Surveys

Your Neighborhood Council can develop an exit poll or survey for the voters on the Election Day

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to obtain information on how successful your outreach campaign was, what issues are important to them, etc. The survey cannot ask how the voters voted. The Neighborhood Council can set up a table within 100 feet of the polling place near the exit so long as the table does not block the flow of traffic. Any other organization or stakeholder with exit polls or survey must stay 100 feet outside of the polling place.

Phase 4 - Election Day   *Timeline – Election Day*

The Poll Manager will arrive on Election Day with an Election Kit, including a ballot box with lock, ballots, stakeholder registration forms, pens, paper, observer badges, volunteer badges, polling place signage, voting instructions, voting booths, ballots, colored paper for printing additional ballots, volunteer instructions, tally sheets, and report forms.

Poll Managers for Online Voting elections will bring an additional kit with items specific to the digital portion of the election.

The Poll Manager and poll workers will arrive to the polling place at least one hour before the polls open to set up the space. The IEA and Poll Manager will provide a layout for the polling place for easy access and flow for the voting process, including areas for:

- Registration
- Ballot Pick-Up
- Voting Booths
- Digital Voting Station (tablets, laptops or desktops)
- Ballot Box
- Information Kiosk
- Special needs voter accessibility

The Poll Manager will announce the opening and closing of the polls. At the close of the polls, after all ballots have been placed in the locked ballot box, the Poll Manager will take possession of the ballot box while volunteers set up the room for counting. If time and the number of ballots do not permit for counting at the polling place, the Poll Manager will take the ballot box back to the EmpowerLA office for counting with notice to the public as to when the tally will take place.

Poll Managers at Online Election polling locations will close the polls and secure the digital election equipment according to the process established by the Department, the City Clerk, and the Online Voting Vendor.

To Do: □ Come out and vote!
                 □ Volunteer to help at a Neighborhood Council Polling Place

Phase 5 - Vote Tally - Counting   *Timeline – Election Day*

When it is time to count the ballots, the Poll Manager will instruct and oversee the counting volunteers in the following steps:

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1. The ballot box will be unlocked, and the ballots sorted according to color of ballot.
2. The stakeholder registration forms will be counted and quantities will be noted.
3. The total number of ballots will be counted and noted.
4. The Poll Manager will divide the ballots into manageable amounts for counting, usually no more than 100 ballots.
5. Volunteers will be divided into pairs (a caller and a marker). They are given pre-printed counting sheets: one volunteer calls the name of the person receiving a vote and the other marks down the vote on a tally sheet.

Online Voting results will be tabulated by the Online Voting Vendor in accordance with the process that is agreed upon by the Department, the City Clerk, and the Vendor. The results will be printed from the Online Voting system, once the polling place has closed. The tabulated results will then be posted outside the polling place in clear view for stakeholders.

To Do:
- ☐ Train volunteers to perform the tally process responsibilities
- ☐ Notify witnesses of observer policy
- ☐ Post the results of the tally process
- ☐ Clean polling places and thank staff for their participation

The more volunteers available to help count, the faster the counting goes! Observers will be allowed in to watch the counting process so long as they do not interfere in the count.

After the count is over, the Poll Manager will package all election materials, including ballots and registration forms and return them to the IEA, who will also review the election materials. EmpowerLA will arrange the delivery of the election materials to the City Clerk on the next business day.

Within 24 hours, the IEA will post an unofficial bulletin announcing the tally of votes on the EmpowerLA website for public review and will also send the results to the Neighborhood Council. If there are provisional ballots, the deadline for submission of acceptable documentation is three (3) calendar days after the election. The IEA will verify or disqualify the provisional ballots and revise the tally of votes.

A Final Official Certified Canvass of Votes will be issued once there are no outstanding ballots to be verified. EmpowerLA will retain ballots, provisional ballots, stakeholder registration forms and tally sheets until after the deadline for challenges if there are no challenges or after the conclusion of arbitration of all challenges.

Phase 6 – Recounts and Challenges   *Timeline - 3-5 days after the election day*

Recounts may be requested within three calendar days by 5 pm after the election. Challenges to the election are accepted within the five calendar days by 5 pm after the election.

Phase 7 - Seat the Board   *Timeline - 30-60 days after the election day*

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After all challenges are resolved, the newly-elected Board will be seated at the next regularly scheduled Neighborhood Council board meeting so they can start working for their community!

Phase 8 - Train the New Board   *Timeline - 30-90 days after the election day*

It is important that all the new Board members know the policies and procedures for the Neighborhood Council system so they can operate effectively for their community. The EmpowerLA Leadership Academy will offer board orientation trainings. In addition, board members are mandated to take the state required ethics training, which is offered online on our website and live with the Office of the City Attorney. Funding training is also required of all board members. Some Neighborhood Council bylaws mandate training, too, within a certain time period or the board member will lose voting rights so check with your Neighborhood Council. Unless picked up by the Neighborhood Council board, all election materials will be destroyed ninety (90) days after the last region's election.

Election Policies

The policies set forth in this section are to supplement the Election Procedures and any other legal authorities over Neighborhood Council elections and supersede any inconsistent language in Neighborhood Council bylaws. The Department may refer back to the 2014 Neighborhood Council Election Policies or add policies as necessary in its administration of the elections.

I.   Term Extension

The Department shall extend the current board terms set to expire in 2016 until after the certification of the Neighborhood Council's election or Selection results or the resolution of all official challenges, whichever date is later. All Neighborhood Council elections and Selections must be completed in 2016.

II   Board Affirmation

If, after the candidate filing verification deadline, there is only one or no candidate for every open board seat, the Department will hold a Board Affirmation at the next regularly scheduled board meeting affirming and seating the candidates in lieu of an election.

III   Write-in Candidates

There are no write-in candidates for the 2016 election cycle.

IV.   Shortened or Extended Election Time

The standard election window on Election Day is four (4) hours. Neighborhood Councils can

request a six (6) hour window instead at no additional cost. If three (3) or fewer seats have no more than one (1) candidate, then EmpowerLA may hold a shortened election time of two (2) hours for the Neighborhood Council.

V. Online and Telephonic Voting

Neighborhood Councils offering Online and Telephonic Voting will also have a traditional polling location on Election Day. They can register voters well in advance of the online voting window, and voters will be notified when the voting window is open and will be notified three days in advance of its close. Online Voters can also vote at the polling location on Election Day. Voters who register on Election Day and vote at the polls will still be voting on a digital platform. The results will be tabulated by the Online Vendor, and the results will be posted at the polling location and online at EmpowerLA.org/Elections. Neighborhood Councils should also have the results on their website if applicable.

VI. Location Fee

Neighborhood Councils will be responsible for paying for fees for the rental of their polling place. EmpowerLA will reimburse Neighborhood Councils a polling place location fee of up to $200. Any charges above this amount, including security or custodial fees, will be the responsibility of the Neighborhood Council.

VII. Election Schedule Deadline Conflict

Where possible, the Neighborhood Council election schedules will all follow the same general timeline, i.e. candidate filing begins 105 days prior to the election. The Department offices will not be open on weekends or holidays. As such, the Neighborhood Council Election Procedures deadlines shall be adjusted when necessary. Where the planned deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.

VIII. Running Board Slates

A group of candidates may run as a slate so long as all candidates provide written consent to agreeing to be on the slate.

IX. Candidate Filing Information is Public Information

Since candidates for Neighborhood Council board seats are vying for public seats, candidate filing forms, which can include a candidate's contact information and qualifying information, are considered public information and subject to disclosure. Please note that a candidate's signature on the Candidate Filing Form is not subject to disclosure and will be redacted prior to fulfilling a California Public Records Act request.

X. Board Affirmation

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If a Neighborhood Council fails to register enough candidates to have a competitive race, i.e. there is only one (1) candidate for each of the open seats, the election is cancelled, and the candidates are seated by Board Affirmation. The candidates will be seated at the Neighborhood Council's next regular meeting after the Final List of Certified Candidates has been released by the City Clerk. The outgoing board shall prepare an agenda where the first agenda item shall be the Board Affirmation by EmpowerLA, and the second agenda item shall be the election of the board Executive Officers if applicable. The candidates for the open board seats will be seated at the meeting by EmpowerLA. If there is not a regular meeting within thirty (30) days after the final verified candidate list has been released, then the outgoing board or EmpowerLA will hold a special meeting within fifteen (15) days after the release of the list instead to affirm the board.

If there are not enough candidates to constitute a quorum of the Neighborhood Council board, then the Board Affirmation will also be cancelled, and the Department will apply the Board of Neighborhood Commissioners Loss of Quorum Policy to seat a new board.

XI.   Board Outreach after Candidates Are Certified

Once the Final List of Certified Candidates has been issued by the City Clerk, if a Neighborhood Council releases a newsletter or conducts any outreach listing the names of any existing board members, who are also candidates, the outreach materials must include the same information for all candidates, i.e. the non-board member candidates.

XII.   Inspection of Forms

Please note that Stakeholder Registration Forms and ballots will only be made available for inspection after the Final Official Certified Tally of Votes is completed in order to ensure critical documents are available for use by staff when needed, to avoid any interference with the election process, and to avoid the possibility of duplication and/or fraud. The processed ballots and non-exempt information on the stakeholder registration forms will be provided within a reasonable amount of time after the date of the election. These documents will be destroyed ninety (90) days after the final regional election.

XIII.   Candidate Filing Extensions

An extension to the Candidate Filing Registration deadline of an election region will only be considered if it can be established that an error by EmpowerLA and/or City Clerk caused a delay that impeded the election region's ability to field sufficient qualified candidates and that there is an outreach plan for the election region that will increase the number of candidate filings during the extended time frame.

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Election Procedures

I. Introduction

These election procedures meet the minimum requirements to conduct Neighborhood Council board member elections pursuant to City Council policy and other standardized election procedures that may be issued by the Department.

II. Elections

For those NC's voting exclusively at the polls, the election will be a **Prepared Ballot Election.** In this election, candidates shall file prior to Election Day and will then be included on a printed ballot that is distributed to the voters on Election Day. Alternatively, for Neighborhood Councils voting online, the prepared ballot will be available in an electronic format.

- Proxy voting will not be allowed for this election.
- Voters may cast their ballots on the day, time and location indicated in the Neighborhood Council's 2016 Election Procedures Stipulation Worksheet.
- If a voter with a disability is unable to access the Polling Place, curbside voting will be provided as an option for that individual. On Election Day, voters can request curbside voting by calling the Elections Division Hotline at (818) 293-VOTE (8683).

III. Location

A. The Neighborhood Council can provide an election location in its Board approved 2016 Election Procedures Stipulation Worksheet.

B. Election locations should meet the following criteria:

1. Sufficient size to accommodate the voter sign-in process and actual voting activities.
2. Sufficient parking for poll workers and voters.
3. Convenient for those utilizing public transportation.
4. Procedures must be in place to accommodate disabled voters and in compliance with the Americans with Disability Act (ADA).
5. Unbiased location for stakeholders and candidates.
6. Available for the Neighborhood Council Election Day for at least two hours before and after the election start and finish.

C. The election location or polling place will be published on the Department website at least thirty (30) days prior to the election and any change of location will be posted within 24 hours of the change.

IV. Neighborhood Council Boundaries

The boundaries of the Neighborhood Council are set forth in its bylaws. Where a map of a Neighborhood Council does not match the language provided in that Neighborhood Council's bylaws, the IEA shall defer to the written bylaws for clarification and revise the map in accordance with specific language in a given Neighborhood Council's bylaws.

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In the event specific language is not specified in a Neighborhood Council's bylaws regarding how bordering boundaries are defined for a Neighborhood Council or its internal districts/areas/quadrants/zones, the City Clerk and IEA shall consider the middle of the road as the defining border for election-related purposes, such as candidate qualification and stakeholder (voter) verification. This will only apply when a Neighborhood Council has not specifically identified boundaries to include both sides of the street (road, avenue, boulevard) or to include or exclude any specific landmarks, parks or plots of land.

Specific voting districts will be followed within the above boundary definitions and will apply to candidate qualifications and voter qualifications.

V.   Definition of Stakeholder

Neighborhood Council membership is open to all stakeholders. "Stakeholders" shall be defined as those who live, work or own property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations (Ordinance No. 182830).

- All person(s) or entities that meet the criteria for the definition of stakeholder shall be eligible to vote in the election, either at the polls, online, or by telephone (if applicable).
- Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing Board for whom they are eligible to vote.
- Stakeholders cannot be denied the opportunity to run for a Board seat for which they hold stakeholder status unless otherwise prohibited by the Neighborhood Council bylaws.
- In order to cast a ballot in the election, a stakeholder must be the age on the date of the election as stated in the Neighborhood Council's 2016 Election Procedures Stipulation Worksheet and bylaws.

VI.   Independent Election Administrator (IEA)

EmpowerLA will assign an Independent Election Administrator (IEA) to administer the elections in each Election Region. To serve as an IEA, the person(s) selected must have attended a training program conducted by the Department. An IEA may utilize the staff, material, equipment and facility resources of the Neighborhood Council, the EmpowerLA or City Clerk to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:
- None of the candidates for the governing Board may participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating/interpreting the voting material or explaining the voting process.
- An IEA must maintain the authority and responsibility for the administration of the election.
- An IEA, in coordination with the EmpowerLA and City Clerk, shall be responsible for the following duties:
    - Conducting the Neighborhood Council elections according to the Neighborhood Council bylaws, 2016 Election Procedures Addendum and any other applicable legal documents.
    - Processing candidates, including verification of eligibility, in coordination with, and

under the direction of the City Clerk.

- Assisting the region with any Candidate Information Sessions.
- Processing voters, including pre-registration and verification of eligibility as applicable.
- IEA supervises poll managers distributing and receiving ballots from the voters on Election Day.
- IEA supervises poll managers in verifying any provisional ballots.
- IEA supervises the counting and recounting of the ballots.
- IEA supervises the issuing of the election results.

VII. Candidates

A. Candidate Filing

1. Individuals interested in running for a Neighborhood Council board seat must file for their candidacy online on the EmpowerLA website (EmpowerLA.org/Elections) by the Candidate Filing Deadline which shall be no earlier than 105 days before Election Day and no later than 60 days prior to Election Day. All potential candidates will be notified via email by the City Clerk if their Candidate Filing Form is incomplete and the steps necessary to complete the candidate filing process.

2. All potential candidates must provide identification and any other applicable documentation to establish their stakeholder status for the position which they are applying to the IEA or by uploading the documents online. All candidates must provide all necessary documents within three days of the Candidate Filing deadline prior to 11:59 p.m. Faxed forms of identification will not be accepted.

3. Candidates may upload a Candidate Statement and photograph online no later than fifty-seven (57) days prior to Election Day.

4. Upon certification of a candidate, the City Clerk will dispose of all supporting electronic documentation submitted by each candidate for security purposes.

5. City Clerk will have a record of which type of documentation was used for candidate verification after the disposal of supporting documents, i.e. if a California drivers license (CDL) was used to establish their candidacy, the report will show "CA Driver License" used for verification.

B. Candidate Seat Designation

1. Candidates in Neighborhood Councils must indicate which Open Seat they are filing for in order to become a certified candidate.

2. Candidates may qualify for more than one Open Seat and it is the candidate's responsibility to select the seat for which they are running. Some Neighborhood Councils allow candidates to run for more than one seat. If specified in the bylaws, then candidates can run for more than one seat. If the bylaws are silent, the candidates are limited to filing for one seat.

3. The deadline for submission of supporting documents and Open Seat designations is 11:59 p.m. fifty-seven (57) days prior to Election Day.

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4. If a certified candidate withdraws from their Open Seat designation, they must reapply to qualify for that or any other open seat by the close of the candidate filing deadline.

C. Candidate Statements and Photos

1. Candidates are encouraged to submit statements and photos with when they file for candidacy. Candidate statements and photos are optional. The deadline for submission of photos and statements is 11:59 p.m. fifty-seven (57) days prior to Election Day.

2. Candidates may revise their statements and may resubmit their candidate photo any time prior to Candidate filing deadline of 11:59 p.m. fifty-seven (57) days prior to Election Day..

3. Candidate Statements must be submitted in writing online and may not exceed the 1,000 characters limit, including translation. Candidate statements are printed as submitted, with no editing. Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria.

4. Candidate statements may not include any profanity or comments about other candidates.

5. Candidate statements may be submitted without an accompanying candidate photo, and candidate photos may be submitted without an accompanying candidate statement. Candidate photos must be submitted in a digital format in a file size of 2MB or less and with the dimensions of 200 pixels tall by 200 pixels wide.

D. Candidate Withdrawal

1. Candidates must withdraw forty-six (46) days prior to the election day in order to be removed from the ballot.

2. Candidates who wish to withdraw must do so using the Candidate Filing portal.

3. Once a candidate withdraws, the candidate's name, statement, and photos will be removed from the EmpowerLA website.

4. If a certified candidate withdraws from their Open Seat designation, they must reapply to qualify for that or any other open seat by the close of the candidate filing deadline. Candidates who wish to withdraw after the end of the withdrawal period must notify the NC of their request after Election Day.

5. Winning candidates who wish to withdraw after the canvass of votes must communicate with the respective Neighborhood Council and that action will result in a vacant seat, which will be filled by the Neighborhood Council in accordance with their bylaws. This is not a withdrawal handled by the City Clerk.

E. Candidate Forums and Regional Candidate Information Sessions

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1. Candidate Forums must be open to all candidates, and all candidates must get the same notice and notification of the event.

2. Candidate Forums must provide equal and even access to all candidates, including seating arrangements, speaking time, and opportunity to address topics.

3. Candidates who are unable to attend may submit a written statement, in advance, to the IEA, to be read during opening comments by the moderator and limited to the time specified for individual opening comments. They will not have the opportunity to address any other elements of the Forum, such as topics, issues, questions, and closing statement.

4. Candidates or audience members who want interpretation services must make their request to the organization hosting the Forum at least 72 hours in advance of the event.

5. Signing services for the deaf must also be requested 72 hours in advance, but this request must be submitted to EmpowerLA who will arrange with the Department of Disability for sign interpretation.

6. Interpretation services that take place simultaneously (headsets or signing) do not extend any time limits for the speaker.

7. Interpretation services that are staggered (speaker then interpreter) will require twice the time limit for speakers since it takes twice as long to make the same statement as other speakers.

8. Questions from the audience must be moderated or controlled so that all candidates get an even opportunity to speak and to address the issues.

9. The Neighborhood Council may present Regional Candidate Information Sessions to assist candidates in their campaigns.

F. Release of Candidate Information to Neighborhood Councils - Upon request, candidate contact information shall be given to the IEA and the Election and Outreach Chairs of each Neighborhood Council no later than forty-five (45) days before Election Day. In the absence of an Election Chair, the President of each Neighborhood Council shall be the designated alternate to receive the candidate contact information. Where email addresses are not available for either of the two persons, the IEA will provide the candidate contact information to the Neighborhood Council upon request. Neighborhood Councils shall notify all candidates for any Candidate Forums to be conducted where the Neighborhood Council is a participant. The notification of candidates to participate in such events shall be the sole responsibility of Neighborhood Councils. Please note that a candidate's contact information, including his or her home address, home phone number, and email address is subject to disclosure if a California Public Records Act request is made. A candidate's signature will not be subject to disclosure.

VIII. Candidate and Stakeholder Verification

For this election, EmpowerLA and the City Clerk will accept forms of identification for

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self-affirmation and documentation as prescribed by EmpowerLA's Neighborhood Council Election Acceptable Forms of Documentation. However, PO box addresses and storage facilities will not be accepted as a form of verification document for candidate and voter registration.

IX. Campaigning

A. The use of the City of Los Angeles Seal, the Department, City Clerk or Neighborhood Council logo or any other official Neighborhood Council designation created by the Department is prohibited for use on candidate materials.

1. A logo is a graphic mark and/or emblem used by the City, a City department, or a Neighborhood Council that serves to facilitate immediate public recognition. A logo can consist of purely graphic symbols or icons, but can also consist of a logotype or word mark.

2. Any use of a logo, regardless of intent, will be considered a violation of this article and the Neighborhood Council Election Procedures unless the logo is used as part of outreach material produced by the City, a City department, or the Neighborhood Council for the sole purposes of promoting the election. If such outreach material contains candidate names, all qualified candidates must be listed on the material.

3. The purpose of this provision is to prevent candidates or supporters of candidates from campaigning under the expressed or implied endorsement or authorization of the City, a City department, or a Neighborhood Council and prevent voter confusion. Please note that any logo that is substantially similar to a City, City department, or Neighborhood Council logo may lead to voter confusion and may be subject to a challenge.

B. The governing Board of the Neighborhood Council, acting in their official capacity as the governing Board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing Board of the Neighborhood Council. This provision does not restrict the right of individual Board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.

C. No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except:
   1. to hold a Candidate Forum sponsored by a Neighborhood Council;
   2. to hold a Neighborhood Council election; or
   3. if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.

D. City resources may be used by a Neighborhood Council for impartially communicating with voters through the printing and mailing of a voter information pamphlet, which includes candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or Neighborhood Council mailing lists to candidates, all candidates shall be given access in a timely and uniform manner.

X. Electioneering

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No campaigning or electioneering activities will be allowed within 100 feet of the Polling Place, which is measured from the door of the Polling Place where voters sign the roster and cast their ballots. Polling Place staff must place signs indicating where the 100 foot mark is located.

Electioneering includes:

- soliciting a vote or speaking to a voter on the subject of marking his or her ballot;
- placing any sign relating to any candidate;
- distributing or wearing material relating to any candidate; or
- placing a sign, distributing material, or conversing with a voter on the subject of the voter's qualifications to vote.

In addition, excessive noise and audio equipment that creates a nuisance to voters or staff within the 100 foot mark will amount to a violation of this policy. Vehicles that have a banner or placard soliciting a vote or recommending any candidate shall remain 100 feet beyond the building where voters are voting, except for the discharge or loading of passengers. Activities beyond the 100 foot mark are subject to the rules of the particular property owner and should be respected.

Any person or persons engaged in electioneering will be directed by polling place staff to cease and may be asked to leave.

XI.   Ballot

A. Ballot Order: The Department will randomly draw the letters of the alphabet to create the order the candidates shall be listed on the ballot. The candidates will be listed in such order according to the first letter of their last name.

B. The City Clerk will use the candidate's legal name for the ballot. No completely fictitious name may be used on a ballot to refer to a candidate. If a candidate wishes a different name to appear on the ballot, the following format must be followed:

1. The format for including nickname on the ballots is: First Name "Nickname" Last Name (i.e., Jonathan "Chico" Anderson).

2. A shortened version of a name or a variation of a name will be allowed in lieu of a candidate's legal name. For example, instead of Jonathan Anderson, the candidate may use the name "John Anderson," or "Johnny Anderson" or "J. Anderson."

3. Professional Degrees: Professional Acronyms shall not be used on a ballot. No name shall include professional distinctions such as: PhD, MSW, Esq., Rev., etc.

4. In order for a name to fit on the ballot, all names appearing on the ballot must be a maximum of 26 characters/letters, including spaces and punctuations. The online filing system will automatically limit the number of spaces available.

5. Where there is a conflict between the names provided as documentation or on documents provided to the IEA, the name entered into Candidate Filing system's "Name Appearing on Ballot" field will override.

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XII.   Self Affirmation for Homeless Voters

In Neighborhood Councils requiring documentation to verify voters, homeless voters will be exempt from providing such documentation if they affirm that they are homeless and that they meet the voter requirements for the seat(s) for which they are voting.

Homeless Voters for Online Voting Registration

- Homeless voter with identification documentation and an email address can:
    1) Register online
    2) Indicate homeless status
    3) Receive pin by email

- Homeless voter with identification documentation and an mailing address can:
    1) Register Online
    2) Indicate Homeless Status
    3) Receive pin by mail

- Homeless voter with no identification documentation and an email address can:
    1) Register in person with an Independent Election Administrator (IEA)
    2) Indicate homeless status
    3) Receive their pin by email

- Homeless voter with no identification documentation and a mailing address can:
    1) Register in person with an Independent Election Administrator (IEA)
    2) Indicate homeless status
    3) Receive their pin by mail

- Homeless voter with no identification documentation, no email address or mailing address can:
    1) Register in person at the Polling Location on Election Day
    2) Vote in person at the Polling Location on Election Day

XIII.   Polling Place Operations

Only poll workers and voters engaged in voting may be within the voting booth area during the time the polls are open.

A. **Curbside Vote:** If a voter with a disability is unable to access a polling place, a volunteer who is designated by the Department shall hand-carry a ballot and a Stakeholder Registration Form (if needed) to any physically challenged voter at the polling site for completion in the general area of the polling site. Once marked, the ballot shall be placed into an envelope, and then the envelope shall be sealed. The volunteer shall return the completed Stakeholder Registration Form to the poll workers for processing, and the sealed envelope containing the ballot shall be deposited into the ballot box.

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B. **Observers:** Prior to opening, all Observers must wait outside while the poll workers set up the Polling Place. Observers will be permitted to enter the Polling Place once the polling site officially opens for voting. All Observers must sign in with Staff. A badge will be issued and must be worn at all times. When leaving for the day/evening, the Observer must sign out and return the badge to the Poll Manager.

- Observers may not interfere in the election or the voting process. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.
- Observers may not talk to or solicit voters in the Polling Place.
- Observers are allowed to videotape Polling Place operations pursuant to Article XXI. Videotaping.
- Candidates are not permitted as Observers at the Polling Place on Election Day.
- Observers have the right to ask poll workers questions regarding election procedures and to receive answers or be directed to the appropriate official for responses to questions. If, however, persistent questioning disrupts the execution of their duties, the poll workers can stop responding and direct the observers to the Poll Manager for all further answers. If disruptions persist, the Observer may be asked to leave the polling place.

C. **Provisional Voting:** A voter may cast a provisional ballot if the voter's eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot. The only acceptable basis for challenging a voter's right to vote at the Polling Place will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws.

- If a voter is challenged on the basis of insufficient documentation, the voter may produce any of the documentation outlined in these Election Procedures at which time the voter will be issued a regular ballot.

If a voter cannot produce the required documentation, then the voter will be offered the opportunity to vote a provisional ballot. The provisional ballot will be the same as regular ballot, except that prior to placement in the ballot box the provisional ballot will be placed inside a provisional envelope. On the outside of the envelope the voter will provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.
4. The voter's contact number(s), e.g. mobile or other telephone number.
5. The voter's email address
6. When a voter casts a provisional ballot, the voter will be issued instructions that explain what steps the voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the election. EmpowerLA and the City Clerk will be responsible for the verification of the provisional ballots.

XIV. Vote-By-Mail

For an additional fee, a Neighborhood Council may decide to offer Vote-by-Mail to its stakeholders, but only if they have selected self-affirmation as its method for establishing stakeholder status. If this is offered, all stakeholders are eligible to Vote-by-Mail.

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Vote-by-Mail applications will be available when online stakeholder registration begins and shall include instructions describing how to complete the application. Vote-by-Mail applications may be submitted using an online Vote-By-Mail application portal available at www.EmpowerLA.org.

Vote-By-Mail ballots will begin to be mailed to voters thirty days prior to the region's Election Day. The deadline for submission of Vote-by-Mail applications is eight (8) days prior to the election day. The deadline to return Vote-By-Mail ballots is the last business day prior to Election Day. Vote-By-Mail ballots can also be delivered to the polling place on Election Day prior to the close of polls.

The City Clerk will oversee and approve the preparation and distribution of a Vote-by-Mail application, which contains spaces for the following information:

- The name and residence address, or business or organization affiliation address of the stakeholder.
- The name and address to which the ballot is to be mailed, if different than the residence or business or organization affiliation address.
- The stakeholder/voter's signature.
- The stakeholder status of the voter.
- Instructions relative to the completion of the online application.
- The name and date of the election for which the application is being submitted.
- The date on or before which the application must be received.

Candidates may distribute Vote-by-Mail applications, but shall not handle the return of the applications or the Vote-by-Mail ballots. No candidate, individual, or group may handle distribute, collect, complete, or submit completed or blank Vote-by-Mail applications on behalf of another person. Applications completed, collected, or submitted on behalf of another person will not be accepted. Vote-by-Mail applications may, however, be requested on behalf of a family member or domestic partner who live within the same household.

The City Clerk will maintain lists of all persons issued a Vote-by-Mail ballot, and all those returning a Vote-by-Mail ballot must be prepared and provided to the person(s) managing the polling site(s) for use in the voter sign-in process.

A voter will not be allowed to retrieve and destroy a previously submitted Vote-by-Mail ballot and then be issued and vote a regular election day ballot.

XV.   Tabulation of Votes and Election Certification

For at-poll only elections, EmpowerLA will be responsible for tabulating the ballots and announcing the unofficial results on election day or as soon thereafter as possible. For electronic voting, Everyone Counts will tally online votes and provide the results to EmpowerLA at the close of the at-poll election. EmpowerLA will combine the online votes with at-poll votes and announce the unofficial results on election day or as soon thereafter as possible. The City Clerk will verify any provisional ballots for inclusion in the Final Official Certified Canvass if Votes.

The Final Official Certified Canvass of Votes shall occur on Election Day at the polling place barring the need to count any additional outstanding ballots. The canvassing of votes will be open

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to the public, including candidates, for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.

Tie votes shall be resolved by drawing straws immediately after the canvassing of votes if all candidates or their designated representatives are present or within two (2) calendar days with notice provided on the Department website. The IEA or other EmpowerLA staff will conduct the tie resolution in public view and candidates or their designated representatives will be requested to be present.

The IEA will submit the Final Official Certified Canvass of Votes to the Neighborhood Council.

EmpowerLA will post the Final Official Certified Canvass of Votes on the EmpowerLA website immediately upon completion.

XVI. Challenges

Candidate Review Process

All requests for the review of a Candidate's certification status will be filed, reviewed and resolved by the Office of the City Clerk. Requests for the review of a Candidate's certification status may be filed from the time a candidate is certified on the EmpowerLA website through ten (10) days after the close of the Candidate Filing Period for that Candidate's region. Any existing Candidate filing documents may be examined in person at the City Clerk's Election Division Office.

The Candidate Review Request must be submitted in written and must meet the following requirements:
1. Include the requestor's name
2. Include the requestor's address
3. Include the requestor's phone number
4. Include the requestor's email
5. Description of Why the Candidate's Certification Should be Revoked
6. Provide supporting documentation that the candidate is not qualified (none will be accepted after the request is filed)
7. Challenges without supporting documentation will automatically be rejected.

Requests for Candidate reviews shall be sent to the Office of the City Clerk - Election Division at clerk.election@lacity.org. Requests shall be processed by the Office of the City Clerk - Election Division. If a candidate's certification is revoked, and the document submission deadline has not elapsed, the candidate will have until the deadline for submission of supporting documents to provide additional documents. If a candidate's certification is revoked between the deadline for submission of supporting documents (57 days prior to election day) and the close of the candidate review period (50 days prior to election day), the candidate will have 24 hours to provide additional documentation. Requests for candidate reviews will not be accepted after the candidate review period has ended.

Election Challenges

Any stakeholder who voted and submits the same stakeholder documentation required of the voters in an election may file a challenge to the conduct of that election no later than 5 p.m. on the 5th calendar day after that election by filing an election challenge on the EmpowerLA Election

Challenge Portal (http://empowerla.org/election-challenge-process/). In addition to the information below, specific instructions regarding how to file a challenge and how the challenge will be handled are provided on the Portal.

The written request must meet the following requirements:
1. Identify the basis for the challenge to the election.
2. Identify the person(s) issuing the challenge and their contact information.
3. Identify up to 3 witnesses and provide their statements via a Witness Statement Form provided here.
4. Provide all supporting documentation, including any witness statements (none will be accepted after the request is filed).
5. The supporting documentation must prove that the alleged challenge is not only valid, but would also have made a difference in the election outcome. Challenges without such supporting documentation will automatically be rejected.

All of the submitted information is public information and will be listed on our elections website even if the challenge is withdrawn later.

Election challenges will be handled by the Neighborhood Council Grievance Panels if they meet the requirements.

The following is a list of challenges that the Department will and will not process:

Challengeable:
- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified or incorrect candidate)
- Electioneering by Candidate(s)
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) - (including LA City, EmpowerLA logo, Neighborhood Council logo, and any other City department logo)
- Neighborhood Council Board Endorsement of a Candidate or Slate of Candidates
- Neighborhood Council Outreach Materials Where Only Existing Board Member Candidates Are Mentioned after Candidates Are Certified
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Illegal Collection of Vote-by-Mail Ballots
- Multiple Voting - any voter who casts multiple ballots in one Neighborhood Council election illegally

Any area not listed above is non-challengable, including, but not limited to:

- Lack of Outreach (outreach performed by a Neighborhood Council, the Department, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums
- Polling Place or Pop Up Poll Location Selection
- Change of Polling Place or Pop Up Poll Location
- Email Forwarding of Neighborhood Council "Get Out To Vote Material" or Emails.

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- Ballot Design
- Neighborhood Council Endorsed Election Procedures/Policies
- Neighborhood Council Bylaws (Received from the Department by deadline)
- Neighborhood Council Endorsed Polling Place or Pop Up Poll Suggestions
- Stakeholder Qualifications to Vote (Neighborhood Council Bylaws or Election Procedures Stipulation Worksheet)
- Department Approved Outreach Material
- Candidate Slate(s)/Slate Flyers
- Campaign Expenditure(s)
- Volunteer Poll workers or Poll worker Bias
- Use of Police and/or Security at Polling Place or Pop Up Poll
- Voter Intimidation
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voters Threatened by Candidates
- Electioneering by Stakeholder(s) or at Pop Up Polls
- Voter Instructions
- Known Factors Prior to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)
- Language assistance or lack thereof at Polling Place or Pop Up Poll
- Use of LA City, EmpowerLA logo, or Neighborhood Council logo when it is used on a website as identification purposes for an active link to click through to the City, EmpowerLA or Neighborhood Council website, social media page, etc. for more information
- Endorsements and Sample Ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate or candidates

Challenge Remedies

If a challenge is found to be valid, remedies will be narrowly interpreted to affect only the voters, candidates, or seats affected. Redoing the entire Neighborhood Council election is not a remedy unless the challenge affected every seat on the ballot. Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of candidates or voters, Neighborhood Council funding penalties and referral to the City Attorney's Office for criminal prosecution.

XVII. Recounts

A recount of ballots will be conducted by the IEA, by request only, for the purpose of verifying the number of votes counted for any Board seat in a Neighborhood Council election.

Any stakeholder who meets the criteria listed below may request in writing, including email, a recount for a specific contest or for the entire election for a Neighborhood Council election within three (3) calendar days after the election.

For a recount request to be accepted for action, the following criteria must be met:
1. The number of votes separating the candidates in question must be 10% or less of the total votes cast in that specific contest, and;
2. The stakeholder(s) filing the request must have voted in the election in question and must provide the same stakeholder status verification required of voters in the election.
3. A recount must start no later than five (5) City of Los Angeles business days following the

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receipt and acceptance of a request and will be open to the public. A notice announcing the date, time, and location of the recount will be posted on the Neighborhood Council and Department websites and all candidates for the Board seat(s) being recounted will be notified.

4. The recount will be open to public observation provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.

The IEA will certify and forward the recount results to the Neighborhood Council and EmpowerLA immediately upon completing the recount. The results of an election are considered changed only if the identity of any person who had been declared elected is changed.

XVIII. Notice of Vacating Multiple Seats

This article is applicable where a candidate is elected to multiple board seats on the same Neighborhood Council board at the same election and where the Neighborhood Council allows candidates to run for more than one board seat at a time.

Where a candidate seeking multiple board positions on a Neighborhood Council board is the winning candidate for more than one of those positions, 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 Neighborhood Council election, whichever date is later.

The declined position(s) shall be filled with the next candidate who received the most votes, or if none, the vacancy shall be filled according to the Neighborhood Council bylaws.

Where the candidate does not select one board position by the deadline, the candidate will be deemed ineligible for all positions won as the result of the election, except for the one position where the candidate received the most votes.

XIX. Outreach for the Election

Neighborhood Councils may set up a table to conduct exit polls and surveys within the 100 foot mark as directed by the Department.

Neighborhood Councils are responsible for informing their stakeholders about the election. EmpowerLA will assist in outreach by providing information about the elections on its website.

XX. Videotaping

Videotaping and photography is permitted in the Polling Place on Election Day under the following conditions:

- Video/Photography is only permitted with the expressed permission of everyone at the polling place.
- Polling Place staff may not withhold permission to be photographed.
- Video/Photography will not be of voter's faces.
- Video/Photography will not be of a voter making their ballot choice.
- All persons taking video or photographs are required to sign in with the Polling Place staff and provide contact information.

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- Ballots may not be recorded or photographed.

XXI. Seating of Newly Elected Board Members

A. The seating of a newly-elected Neighborhood Council board will take place when:
   1. EmpowerLA has issued certified election results for the Neighborhood Council; and,
   2. All official election challenges for the Neighborhood Council have been resolved.

B. The board must be seated as a single unit. No partial and/or interim seating is allowed. Where a single challenge to a single seat has not been resolved, the rest of the board cannot be seated.

C. The elected board shall be seated at the next regularly scheduled Neighborhood Council meeting within thirty (30) calendar days of the criteria in Section A being met. The first order of business shall be to officially seat the newly-elected board. All powers shall immediately be transferred over to the newly-elected Board.

D. Where a regularly scheduled meeting is not scheduled within thirty (30) calendar days of the certification of the election results and the resolution of all official election challenges, the outgoing board or the EmpowerLA will call a special meeting within fifteen (15) calendar days of the aforementioned criteria being met in accordance with the Brown Act to seat the Board. EmpowerLA shall preside over the meeting where the first order of business shall be to officially seat the newly-elected board. All powers shall immediately be transferred over to the newly-elected board.

E. Until such time as the EmpowerLA has issued certified election results and all official election challenges have been resolved for the Neighborhood Council, the incumbent board members will continue in their duly elected/appointed positions.

XXII. Translation and Language Assistance

The following documents are available for translation: Stakeholder Registration Form, online voting , and At-Polls Voting Instructions. Translation requests will be limited to two (2) languages other than English and Spanish per Neighborhood Council.

The Department will provide language assistance on Election Day upon the request of the Neighborhood Council board. Voters may bring their own interpreters/translators on Election Day to assist them so long as the interpreters/translators sign in at the Election Registration Table.

XXIII. Exit Polls and Surveys

Stakeholders, news media, or other organizations wishing to conduct a survey, exit poll, or other survey of the voters on Election Day will be permitted to do so subject to certain limitations.

Any person or group conducting surveys, exit polls, or other survey of voters are advised to remain at least 100 feet from the door of the polling place. Surveys and exit polling will be permitted as long as it does not interfere with the voting process. Candidates are prohibited from participating and conducting surveys, exit polls, or other survey of voters on Election Day.

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Any person or group conducting a survey or exit poll is required to coordinate with the Polling Place Manager and to be respectful of poll worker priorities. All persons conducting a survey, exit poll, or other survey of voters on Election Day are required to sign in with the Polling Place staff, provide contact information, and wear a name tag for identification purposes. Polling place staff will indicate where the 100 foot mark is located with visible signage. In addition, every voter has the right not to disclose how he or she may have voted.

XXIV. Governing Board Member Seats Not Filled Through the Election

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 Neighborhood Council bylaws. If less than a quorum of the board seats are filled, then the Neighborhood Council will fall under the Board of Neighborhood Commissioners Loss of Quorum Policy.

XXV. Release of Election Materials

Immediately after the certification of election results for the final region, the City Clerk - Election Division shall make the following items available for pick up by the Neighborhood Council:

- Stakeholder Registration Forms (excluding stakeholder documentation) for any at polls voters

The City Clerk - Election Division shall retain all other election-related materials for a period of three months after the certification of election results after the final regional election. Thereafter, NC election-related materials will be destroyed. No NC election-related materials will retained after the three month retention period.

The newly-elected board shall designate an individual to pick up the above-mentioned material on behalf of the Neighborhood Council at a prior board meeting. The designated individual shall contact the City Clerk - Election Division to schedule an appointment to pick up the materials. All documents retained by the Neighborhood Council shall be subject to the California Public Records Act for the length of time the documents are retained by the Neighborhood Council.

XXVI. Public Records Act

This is to notify all stakeholders of the policy regarding California Public Records Act (CPRA) requests for materials used in Neighborhood Council elections. Under the CPRA, a member of the public can make a valid request for public documents either in writing (including e-mail) or orally. The CPRA requires the disclosure of governmental records to the public, subject to certain exemptions.

Certain information on governmental records may be redacted: home street addresses; home telephone numbers; private e-mail addresses; signatures; or any other identifying information as determined by the Office of the City Attorney.

The following are examples of what information is subject to disclosure and what information must be redacted prior to fulfilling a CPRA request for Neighborhood Council elections:

<u>**Revised April 29, 2016**</u>

- Stakeholder Registration Forms and ballots will only be made available for inspection after the Official Canvass is completed in order to ensure critical documents are available for use by staff when needed, to avoid any interference with the election process, and to avoid the possibility of duplication and/or fraud.
- The processed ballots and non-exempt information on the Stakeholder Registration Forms will be provided within a reasonable amount of time after the date of the election.
- In regard to the Stakeholder Registration Forms, the following information will be redacted prior to fulfilling a CPRA request:

Since candidates for Neighborhood Council board seats are vying for public seats, candidate filing forms, which can include a candidate's contact information and qualifying information, are considered public information and subject to disclosure. All candidates must provide documentation to establish their stakeholder status for the position which they are applying. Any documentation submitted by a candidate and retained by the City Clerk will be disposed upon the certification of a candidate.

Election Challenges are 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. Any documentation submitted by a challenger to support his or her challenge is subject to limited disclosure.

Once a CPRA request is made, the Department will have ten (10) calendar days to respond to the request, indicating what will or will not be disclosed, the reasoning behind any decisions made, and, if applicable, the total fee for requested copies. Please note that an additional fourteen (14) calendar days to respond may be allowed if warranted by special circumstances. This ten (10) calendar day period is not the period of time in which the request must be fulfilled, but rather, the period of time in which to notify the requesting party what information will be disclosed.

Redactions must be made when members of the public view the requested materials in person and when copies are made and provided to the public. When viewed in person, the public may examine and take notes of the redacted material, but may not have access to any exempt information. When fulfilling an in-person request, a member of the staff will remain present at all times to supervise the viewing and to answer any questions that may arise.

In the event that photocopies of materials are requested, the City Clerk or the EmpowerLA will 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 or to Department of Neighborhood Empowerment, 20th Floor, City Hall, 200 N. Spring Street, Los Angeles, CA 90012, prior to the copies being made. Checks should be made out to the City of Los Angeles.

XXVII. Disposition of Election Records

The City Clerk shall retain all election related materials for a period of ninety (90) days after the conclusion of the last regional election day. All election-related materials will be made available to the public in accordance with the CPRA and subject to Article XXIV. After ninety (90) days of retention by the City Clerk, all Neighborhood Council election-related materials will be disposed.

Revised April 29, 2016

Section	Old Language	Revised Language
VII. C. 3 (p 19)	3. Candidate Statements must be submitted in writing online and may not exceed the 1,000 characters limit (translations not included). Candidate statements are printed as submitted, with no editing. Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria.	Candidate Statements must be submitted in writing online and may not exceed the 1,000 characters limit, including translation. Candidate statements are printed as submitted, with no editing. Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria.
XI.(p 15)	XI. Board Outreach after Candidates Are Certified - Once candidates are certified, if a Neighborhood Council releases a newsletter or conducts any outreach listing any existing board members, who are also candidates, the outreach materials must include the same information for all candidates, i.e. the non-Board member candidates. In this respect, the City Clerk recommends that promotional pieces that include the list of candidates be distributed after the Final List of Certified Candidates has been issued (45 days prior to Election Day).	Board Outreach after Candidates Are Certified - Once the Final List of Certified Candidates has been issued by the City Clerk, if a Neighborhood Council releases a newsletter or conducts any outreach listing the names of any existing board members, who are also candidates, the outreach materials must include the same information for all candidates, i.e. the non-board member candidates.
XI. (p 9)	Candidate Forums - Each Neighborhood Council may present any number of Candidate Forums or arrange for forums sponsored by other organizations, such as a Chamber of Commerce or other regional Neighborhood Council organizations. Each forum, however, must ensure that each and every certified candidate is provided equal time and exposure. In this respect, the City Clerk recommends that promotional pieces that contain lists of certified candidates be distributed after the Final List of Certified Candidates has been issued (45 days prior to Election Day). Advertise your candidate forum to increase attendance.	Candidate Forums - Each Neighborhood Council may present any number of Candidate Forums or arrange for forums sponsored by other organizations, such as a Chamber of Commerce or other regional Neighborhood Council organizations. Each forum, however, must ensure that each and every certified candidate is provided equal time and exposure.
XIII (p 15)	NA	An extension to the Candidate Filing Registration deadline of an election region will only be considered if it can be established that an error by EmpowerLA and/or City Clerk caused a delay that impeded the election region's ability to field sufficient qualified candidates and that there is an outreach plan for the election region that will increase the number of candidate filings during the extended time frame.

Revised April 29, 2016

Neighborhood Council	Region	Election	Selection	Online Voting Build	Seats	# of Board Seats	Youth Seat	# of Alternates	Minimum Voting Age	Self-Affirmation	Documentation	Number of Ballots	# of Internal Boundries
Arleta	1	yes	no	No	All	17	2	0	14	no	yes	1	0
Foothill Trails District	1	yes	no	No	All	15	0	0	18	yes	no	2	6
Mission Hills	1	yes	no	No	Staggered	14	1	1	18	yes	no	2	0
North Hills East	1	yes	no	No	All	15	1	4	14	yes	no	2	4
Pacoima	1	yes	no	No	All	17	1	0	16	yes	no	1	0
Panorama City	1	yes	no	Yes	Staggered	21	0	5	18	no	yes	2	5
Sun Valley Area	1	yes	no	No	Staggered	25	0	0	18	yes	no	2	0
Sunland-Tujunga	1	yes	no	No	All	22	0	4	16	no	yes	4	4
Sylmar	1	yes	no	Yes	All	21	1	0	14	yes	no	1	0
Chatsworth	2	no	yes	No	Staggered	21	0	0	18	yes	no	1	0
Granada Hills North	2	yes	no	No	All	25	1	0	18	no	yes	13	3
Granada Hills South	2	yes	no	No	All	21	1	0	16	no	yes	13	0
North Hills West	2	yes	no	Yes	All	13	0	0	18	yes	no	3	0
Northridge East	2	yes	no	Yes	All	15	1	3	18	no	yes	1	0
Northridge South	2	no	yes	No	All	15	1	1	16	yes	no	1	0
Northridge West	2	yes	no	Yes	Staggered	13	0	1	16	no	yes	1	0
Porter Ranch	2	yes	no	Yes	Staggered	11	0	0	18	no	yes	1	0
Canoga Park	3	yes	no	Yes	Staggered	25	2	0	18	no	yes	2	0
Encino	3	yes	no	Yes	All	21	0	21	18	no	yes	8	7
Lake Balboa	3	yes	no	Yes	All	17	1	0	18	yes	no	2	0
Reseda	3	yes	no	Yes	Staggered	16	1	0	16	yes	no	1	0
Tarzana	3	yes	no	No	All	21	0	0	18	no	yes	3	2
West Hills	3	yes	no	Yes	Staggered	25	0	1	16	no	yes	1	0
Winnetka	3	yes	no	No	Staggered	15	1	0	16	yes	no	1	0
Woodland Hills-Warner Center	3	yes	no	2018 Online Elections	Staggered	22	0	21	18	no	yes	4	7
Greater Toluca Lake	4	yes	no	No	All	14	0	0	18	yes	no	1	0
Greater Valley Glen	4	yes	no	Yes	All	25	0	0	16	yes	no	13	6
Mid-Town North Hollywood	4	yes	no	No	All	23	0	1	18	no	yes	2	5
North Hollywood Northeast	4	yes	no	Yes	Staggered	15	0	0	16	yes	no	2	0
North Hollywood West	4	yes	no	No	Staggered	15	1	0	16	yes	no	1	0
Sherman Oaks	4	yes	no	No	Staggered	21	0	0	18	no	yes	4	7
Studio City	4	yes	no	Yes	All	16	1	0	18	no	yes	7	0
Valley Village	4	yes	no	No	Staggered	15	0	0	18	no	yes	1	0
Van Nuys	4	yes	no	No	Staggered	21	1	0	16	yes	no	1	4
Central Hollywood	5	yes	no	No	All	9	0	0	16	yes	no	1	0
East Hollywood	5	yes	no	2018 Online Elections	All	18	1	0	16	yes	no	1	6
Greater Wilshire	5	yes	no	No	All	21	0	21	18	no	yes	21	15
Hollywood Hills West	5	yes	no	2018 Online Elections	All	23	0	0	18	yes	no	10	9
Hollywood Studio District	5	yes	no	No	All	20	0	0	16	no	yes	1	6
Hollywood United	5	yes	no	2018 Online Elections	Staggered	20	0	0	16	yes	no	1	8
Mid City West	5	yes	no	Yes	All	35	0	0	16	yes	no	1	7
PICO	5	yes	no	2018 Online Elections	Staggered	24	1	0	18	yes	no	6	11
Downtown LA	6	yes	no	Yes	All	24	0	24	16	no	yes	7	5
Historic Cultural	6	yes	no	Yes	All	33	1	0	15	no	yes	7	6
MacArthur Park	6	yes	no	No	All	17	0	0	16	yes	no	1	5
Olympic Park	6	yes	no	Yes	All	19	1	1	16	yes	no	1	2
Pico Union	6	yes	no	No	Staggered	15	0	0	18	no	yes	1	3
Westlake North	6	yes	no	No	All	15	2	0	16	yes	no	2	0

Neighborhood Council	Region	Election	Selection	Online Voting	Seats	# of Board Seats	Youth Seat	# of Alternates	Minimum Voting Age	Self-Affirmation	Documentation	Number of Ballots	# of Internal Boundries
Westlake South	6	yes	no	No	All	15	0	1	18	no	yes	2	0
Wilshire Center-Koreatown	6	yes	no	2018 Online Elections	All	26	0	0	18	no	yes	7	5
Atwater Village	7	yes	no	2018 Online Elections	All	17	0	1	16	yes	no	1	3
Echo Park	7	yes	no	Yes	All	21	0	0	16	no	yes	6	5
Elysian Valley Riverside	7	yes	no	2018 Online Elections	All	15	0	1	16	yes	no	2	0
Los Feliz	7	yes	no	2018 Online Elections	Staggered	19	0	0	13	yes	no	5	5
Rampart Village	7	yes	no	No	All	11	1	0	18	no	yes	3	0
Silver Lake	7	yes	no	Yes	All	21	0	0	14	no	yes	7	7
Arroyo Seco	8	yes	no	No	All	21	0	0	16	yes	no	6	5
Boyle Heights	8	yes	no	No	All	19	0	0	18	yes	no	5	4
Eagle Rock	8	yes	no	No	All	19	1	0	16	no	yes	2	4
Glassell Park	8	yes	no	Yes	All	15	0	10	18	no	yes	1	7
Greater Cypress Park	8	yes	no	No	All	9	0	0	14	yes	no	1	0
Historic Highland Park	8	yes	no	Yes	All	19	0	1	16	no	yes	1	0
LA 32	8	yes	no	Yes	All	15	0	0	18	yes	no	5	4
Lincoln Heights	8	yes	no	Yes	Staggered	26	2	0	13	no	yes	1	7
CANNDU	9	yes	no	2018 Online Elections	Staggered	9	0	0	18	yes	no	2	0
Central Alameda	9	yes	no	Yes	All	9	1	0	12	yes	no	1	0
Empowerment Congress Southeast	9	yes	no	Yes	Staggered	15	0	0	18	yes	no	1	3
Empowerment Congress Southwest	9	yes	no	Yes	All	13	1	0	16	yes	no	1	0
South Central	9	yes	no	No	Staggered	9	1	0	18	yes	no	2	0
Voices	9	yes	no	No	All	15	1	0	16	yes	no	5	4
Watts	9	yes	no	2018 Online Elections	Staggered	21	1	0	14	yes	no	6	10
Zapata-King	9	yes	no	Yes	Staggered	11	1	1	16	yes	no	2	0
Empowerment Congress Central	10	yes	no	2018 Online Elections	All	15	0	0	16	no	yes	2	0
Empowerment Congress North	10	yes	no	Yes	All	15	0	4	16	yes	no	4	3
Empowerment Congress West	10	yes	no	Yes	All	15	0	0	16	no	yes	3	3
Mid City	10	yes	no	Yes	Staggered	23	0	1	18	yes	no	1	11
Park Mesa Heights	10	yes	no	2018 Online Elections	Staggered	15	1	0	14	yes	no	1	0
United Neighborhoods	10	yes	no	2018 Online Elections	Staggered	23	0	0	14	yes	no	7	6
West Adams	10	yes	no	2018 Online Elections	Staggered	13	1	0	18	no	yes	4	0
Bel Air-Beverly Crest	11	no	yes	No	All	30	0	2	18	no	yes	3	0
Del Rey	11	yes	no	Yes	All	15	0	0	16	no	yes	9	8
Mar Vista	11	yes	no	No	All	13	0	0	18	yes	no	7	6
Palms	11	yes	no	Yes	All	13	0	0	16	yes	no	9	8
South Robertson	11	yes	no	Yes	Staggered	25	1	0	15	yes	no	1	10
Venice	11	yes	no	No	All	21	0	0	16	no	yes	3	4
West Los Angeles Sawtelle	11	yes	no	No	Staggered	15	0	0	18	yes	no	1	4
Westchester-Playa	11	yes	no	No	Staggered	31	0	0	18	no	yes	2	15
Westside	11	no	yes	No	All	17	0	17	16	no	yes	11	10
Westwood	11	yes	no	No	All	19	0	0	17	yes	no	3	0
Central San Pedro	12	no	yes	No	All	17	0	0	14	yes	no	1	0
Coastal San Pedro	12	no	yes	No	All	17	0	0	18	yes	no	1	0
Harbor City	12	no	yes	No	All	13	0	0	16	yes	no	1	0
Harbor Gateway North	12	yes	no	Yes	All	17	1	0	18	yes	no	9	8
Harbor Gateway South	12	no	yes	No	All	15	0	0	16	no	yes	1	5
Northwest San Pedro	12	yes	no	No	Staggered	17	1	0	16	yes	no	5	4
Wilmington	12	yes	no	Yes	All	13	0	0	16	no	yes	1	0
						1738	39						331

Sylmar Neighborhood Council   **Region 1**
Election Date: 04-02-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
34	33	653	443	-210	-32%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	140	220	360	83	0
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
Not Available	168	103	4	1	Self-Affirmation

Notes
1. First Neighborhood Council election that opened with online voting, which educated staff on at poll issues with online voting, e.g. long lines with not enough equipment, longer than expected registration times, longer than expected voting times, educating voters who did not know how to use tablets and communication delays between poll and support staff because of a downed cell station. Staff immediately implemented procedural changes for future elections to handle these issues, including having more staff and equipment mobile and preparing in voting booth directions on how to vote on the tablet.
2. Complaints that voters did not receive their usernames and passwords in a timely manner for online voting. The reason for this was a combination of unverified voters thinking they were verified and usernames and passwords going into spam folders.
3. Complaints about scrolling online ballot, which was confusing to voters as to when the voting was completed and caused delays by starting over at the top if any changes were made to the selections.
4. Allegation that a stakeholder voted online and at the polls. No proof was provided when requested by staff, and upon review, no evidence to support the allegation.
5. Received compliments from Spanish speaking voters who were able to complete the online voting process entirely in language.
6. Community issue brought out more voters in 2014.

1

Panorama City Neighborhood Council   **Region 1**
Election Date: 04-02-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
23	22	47	84	37	79%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	15	0	15	69	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	29	15	4	2	Documentation

Notes
1. No reported issues.
2. EmpowerLA intentionally directed at poll locations to paper ballots with an option to vote online in order to review the contrast with Sylmar Neighborhood Council.

North Hills West Neighborhood Council   **Region 2**
Election Date: 04-09-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
15	13	119	131	42	10%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	34	84	118	13	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	95	60	2	1	Self-Affirmation

Notes
1. No reported issues.
2. Election staffed adjusted to ensure one person was monitoring voting stations to assist voters, and team worked well together to keep the voter registration line moving.

Northridge East Neighborhood Council   Region 2
Election Date: 04-09-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
16	10	96	46	-50	-52%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	23	23	46	0	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
Not Available	17	13	4	1	Documentation

Notes
1. No reported issues.
2. Voter decrease may be due to fewer candidates.

Northridge West Neighborhood Council   Region 2
Election Date: 04-09-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
10	7	86	40	-46	-53%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	26	14	40	0	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
Not Available	23	19	4	1	Documentation

Notes
1. No reported issues.
2. Voter decrease may be due to fewer candidates.

Porter Ranch Neighborhood Council   Region 2
Election Date: 06-11-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
23	16	730	455	-275	-38%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
60	183	212	455	0	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
3	350	252	4	1	Documentation

Notes
1. LAUSD polling location was a cellular dead zone so had to rely on the school's wifi, which was not an ideal situation because the LAUSD representative was not there for the entire election when issues with credential authentication came up later.
2. Stakeholder and candidate complaints over who requested Pop-Up Polls for locations that were alleged to favor one candidate over another.

Lake Balboa Neighborhood Council   Region 3
Election Date: 04-17-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
25	19	191	444	-253	-57%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	60	127	187	4	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
Not Available	87	53	4	2	Self-Affirmation

Notes
1. No issues reported.

Lake Balboa Neighborhood Council Notes Continued:

2. Voter decrease may be due to fewer candidates and a youth candidate in 2014 who had over 200 students vote for her when she was running uncontested.

Reseda Neighborhood Council   **Region 3**
Election Date: 04-17-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
24	12	187	288	-101	-35%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	51	134	185	2	0
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	33	20	6	1	Self-Affirmation

Notes

1. No reported issues.
2. Voter decrease may be due to fewer candidates.

Canoga Park Neighborhood Council   **Region 3**
Election Date: 04-17-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
11	20	283	234	-48	-17%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	75	147	222	13	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	177	135	4	2	Documentation

Canoga Park Neighborhood Council Notes

1. Online voting setup with a long row of stations and helped desk kept the line moving smoothly.
2. There was a ballot mistake where Community Interest Stakeholders could only vote for Community Interest seats instead of for everyone.

Encino Neighborhood Council   **Region 3**
Election Date: 04-17-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
19	19	180	171	-9	-5%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	28	102	130	41	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	75	46	4	8	Documentation

Notes

1. No reported issues.

West Hills Neighborhood Council   **Region 3**
Election Date: 04-17-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
17	20	388	238	-150	-39%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	80	155	235	3	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	127	73	6	1	Documentation

West Hills Neighborhood Council Notes
1. No reported issues.

Greater Valley Glen Neighborhood Council   Region 4
Election Date: Board Affirmation

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
21	N/A	93	N/A	N/A	N/A
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
N/A	N/A	N/A	N/A	N/A	N/A
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
N/A	N/A	N/A	N/A	9	Self-Affirmation

Notes
1. Not enough candidates for a contested election so went to board affirmation.

North Hollywood Northeast Neighborhood Council   Region 4
Election Date: 04-07-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
8	4	18	12	-6	-33%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
0	4	8	12	0	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
Not Available	12	7	4	2	Self-Affirmation

Notes
1. No reported issues.
2. Neighborhood Council has struggled with election outreach for several election cycles.

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
25	27	367	390	23	6%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	68	45	114	276	1
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
Not Available	236	135	4	7	Documentation

Notes

1. Election staff released voter registration information with supporting documents to the Neighborhood Council and the candidates after complaints from candidates that the Neighborhood Council was doing no election outreach so candidates wanted to do outreach. This breach of security included the data of more than 100 voters. EmpowerLA responded quickly and enrolled all voters who opted for protection with an Identity Theft Protection Plan.

2. Allegations from candidate that she was able to vote twice because she was given two voting credentials. Upon review, candidate was given a second voting credential because she registered to vote in the wrong category so that she would not be able to vote for herself. The initial voting credentials given to her were then cancelled.

3. Allegations from voters who stated that they did not receive their voting credentials or that they received them the day before the elections. Staff investigation found that those who did not receive voting credentials were missing documents still and told to go to the polling location to vote instead. Staff confirmed that voting credentials for verified voters did go out right before the elections due to late processing. Staff then worked on shortening the voting verifications turnaround to Everyone Counts to 5 calendar days.

4. Polling day location was divided into two rooms, online and paper ballots, because of the anticipated high turnout. Only those who had started voter registration online were allowed to vote in the online room.

5. There was a mix up with two voters who had the same name, but not the same birthday. Everyone Counts staff were onsite to observe and was able to correct the error and have the one who voted with the wrong birthday come back to vote again. Staff were instructed to double check all of the fields to ensure that those with the same name had the same birthday as their identification.

6. This was a very contentious election with multiple challenges filed.

Mid City West Neighborhood Council   **Region 5**
Election Date: 05-01-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
48	51	217	328	111	51%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
3	178	137	319	9	1
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
2	337	276	4	7	Self-Affirmation

Notes

1. There was a reboot of the online voting election because the ballot provided to Everyone Counts was incorrect. Online voting was reset and the voters were issued new voting credentials.

Olympic Park Neighborhood Council   **Region 6**
Election Date: 05-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
4	18	62	102	40	65%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	38	60	98	4	0
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
1	182	99	4	1	Self-Affirmation

Notes

1. No reported issues.

Downtown Los Angeles Neighborhood Council   Region 6
Election Date: 05-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
42	45	679	847	168	25%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
280	366	192	838	9	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
13	649	496	8	7	Documentation

Notes
1. Complaints of Pop-Up Poll locations favoring a candidate over another, but all candidates were offered the opportunity to provide a location. One Pop-Up Poll had 115 people register and vote in a few hours.

Historic Cultural Neighborhood Council   Region 6
Election Date: 05-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
27	18	850	194	-656	-77%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
44	122	14	180	14	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
5	594	574	4	7	Documentation

Notes
1. There was a voter registration issue where 449 voters were registered under one email. When staff called to verify, they were told that these were seniors at a center who do not have their own email addresses. When staff started calling the mostly monolingual voters,

Historic Cultural Neighborhood Council Notes Continued

        some did not recall registering to vote. Staff did not provide voter credentials via email and sent a Pop-Up Poll to the senior center whereupon staff were asked to leave by the management. Because many of these voters did not receive their voting credentials, this likely affected the final voting numbers.

2. One reason the voter numbers decreased is due to a new location that was difficult to find with insufficient parking that was far from populated areas.

Echo Park Neighborhood Council   **Region 7**
Election Date: 05-14-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
42	37	576	222	-354	-61%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
20	57	145	222	0	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
2	94	76	6	6	Documentation

Notes

1. Online voting was added due to stakeholder concerns of voter intimidation at the polls because of a candidate, who decided not to run. The decrease in voters is likely due to this change.

Silver Lake Neighborhood Council
Election Date: 05-14-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
58	47	1398	983	-415	-30%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
63	303	279	645	338	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
4	689	514	4	7	Documentation

Notes
1. Election staff set up 12 online voting stations in anticipation of the turnout, which still was not enough. The pressure to move the line caused many voter credential mistakes, which caused delays. The call was made to switch to paper ballots to move the lines quicker at that point.
2. Voter decrease is likely due to fewer candidates and contested community issues from 2014.

LA 32 Neighborhood Council
Election Date: 05-21-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
27	22	305	197	-108	-35%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
56	2	135	196	4	0
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
2	20	12	6	5	Self-Affirmation

LA 32 Neighborhood Council Notes
1. No reported issues.
2. Voter decrease is likely due to fewer candidates and contested community issues from 2014.

Glassell Park Neighborhood Council   **Region 8**
Election Date: 05-21-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
20	28	392	270	-122	-31%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
60	55	81	196	74	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
3	87	70	6	1	Documentation

Notes
1. Polling location did not have wifi connection and spotty cell reception, which made verifying voters online difficult.
2. Voter decrease likely fewer due to certain candidates not running again and contested community issues from 2014.

Historic Highland Park Neighborhood Council   **Region 8**
Election Date: 05-21-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
33	27	360	286	-74	-21%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
51	128	88	267	19	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
2	154	102	6	1	Documentation

Notes
1. Two voters with the same name who voted turned out to be a father and son with the same name.
2. Voter decrease may be due to fewer candidates.

Lincoln Heights Neighborhood Council   **Region 8**
Election Date: 05-21-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
12	15	105	375	270	264%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
222	61	89	372	3	0
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
6	92	48	6	1	Documentation

Notes
1. No issues reported.
2. One Pop-Up Poll was conducted at a local school so they could learn about and participate in the Neighborhood Council system.

Central Alameda Neighborhood Council   Region 9
Election Date: Board Affirmation

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
11	N/A	140	N/A	N/A	N/A
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
N/A	N/A	N/A	N/A	N/A	N/A
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
N/A	N/A	N/A	N/A	1	Self-Affirmation

Notes
1. Not enough candidates for a contested election so went to board affirmation.

Empowerment Congress Southeast Neighborhood Council   Region 9
Election Date: 06-11-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
7	6	71	108	37	52%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
51	44	12	107	1	0
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
2	20	13	4	1	Self-Affirmation

Notes
1. No issues reported.

Empowerment Congress Southwest Neighborhood Council **Region 9**
Election Date: 06-11-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
9	21	0	135	135	N/A
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
23	32	80	135	0	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
3	69	47	4	1	Self-Affirmation

Notes
1. EC Southwest had a board affirmation with no election in 2014 because they did not have contested seats.
2. No issues reported.

Zapata-King Neighborhood Council **Region 9**
Election Date: 06-11-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
Forming	20	Forming	459	1	<1%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
29	335	80	444	15	0
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
3	252	166	6	2	Self-Affirmation

Notes
1. ZKNC held a selection in 2015 where 458 people voted.
2. Big turnout that reached capacity and had to redirect election staff to assist.

Empowerment Congress North Neighborhood Council   **Region 10**
Election Date: 06-18-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
13	10	72	75	3	4%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
0	16	58	75	0	0
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
1	46	29	4	4	Self-Affirmation

Notes:
1. No issues reported.

Mid City Neighborhood Council   **Region 10**
Election Date: 06-18-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
22	15	82	89	7	9%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
5	29	55	89	0	0
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
1	24	20	4	1	Self-Affirmation

Notes
1. No issues reported.

Empowerment Congress West Neighborhood Council **Region 10**
Election Date: 06-18-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
10	12	160	182	22	14%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
7	65	83	182	0	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
34	46	29	4	3	Self-Affirmation

Notes
1. No issues reported.

Palms Neighborhood Council **Region 11**
Election Date: 06-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
19	38	211	473	262	124%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
131	55	287	473	0	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
3	238	179	9	9	Self-Affirmation

Notes
1. The Palms Neighborhood Council has an Instant Runoff Voting Ballot and at the first Pop-Up Poll, a hardware limitation was discovered, the online ballot online worked with a mouse. The issue was addressed immediately.
2. The Instant Runoff Voting Ballot was still confusing to voters, and the process was not intuitive, requiring poll worker assistance in order to rank their candidates.

Palms Neighborhood Council Notes Continued

3. The Palms Neighborhood Council recently voted to initiate a bylaw amendment request, removing the Instant Runoff Voting Ballot from their election procedures.

South Robertson Neighborhood Council   **Region 11**
Election Date: 06-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
29	29	520	517	-3	-1%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
62	200	254	516	1	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
3	349	276	4	1	Self-Affirmation

Notes

1. No issues reported.
2. Voters and candidates expressed appreciated the flexibility of the Pop-Up Polls voting.

Del Rey Neighborhood Council   **Region 11**
Election Date: 06-05-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
16	16	141	65	-76	-54%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
12	13	39	64	1	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
1	55	22	4	9	Documentation

Notes
1. No reported issues.
2. Voter decrease may be due to lack of community issues driving voters.

Harbor Gateway North Neighborhood Council   **Region 12**
Election Date: 06-11-16

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
20	20	144	178	34	24%
Pop-Up Votes	**Early Online**	**Polling Day**	**Total Digital**	**Paper Ballots**	**IVR**
85	85	0	170	8	Not Offered
# Pop-Up Polls	**# Voter Registrations**	**# Voter Verifications**	**# Hours Polls Open**	**# of Ballot Types**	**Voter Verification**
4	198	172	6	9	Self-Affirmation

Notes
1. The unofficial canvass of votes provided by the vendor had typos that resulted in one candidate being named twice, one candidate being left off, and the results being switched for one seat.
2. The official canvass of votes released by the elections team did not correct these errors, and the Neighborhood Council requested a full audit.
3. The audit determined that the wrong candidate had been seated because the number of votes from the off polling site database and the polling location database had not been reconciled, and the elections team presented the results of the audit to the council and seated the correct candidate.
4. Complaints by candidates that voters they said were registered should have voted. Election staff clarified that not all registered voters vote.
5. Three people were able to vote twice at the Pop-Up Poll and the polling location because election staff did not check other verifying information fields likely due to staff fatigue. These ballots were removed during the audit.

2014 Candidates	2016 Candidates	2014 Voters	2016 Voters	Votes (+/-)	Vote % Change
5	5	65	73	8	12%
Pop-Up Votes	Early Online	Polling Day	Total Digital	Paper Ballots	IVR
47	10	0	57	16	Not Offered
# Pop-Up Polls	# Voter Registrations	# Voter Verifications	# Hours Polls Open	# of Ballot Types	Voter Verification
2	64	33	4	1	Documentation

Notes

1. The usernames and passwords did not work at the polls on election day so election staff gave the voters the back-up paper ballots.

Neighborhood Council	Region	2014 Voters	2016 Voters	(+/-)	Voter Verification	Pop-Up Polls	Pop-Up Voters	early online	polling day	total digital	paper	IVR
Sylmar	1	653	443	-210	SA	-	0	140	220	360	83	0
Panorama City	1	47	84	37	DOC	-	0	15	0	15	69	0
Porter Ranch	2	730	455	-275	DOC	3	60	183	212	455	0	0
Northridge East	2	96	46	-50	DOC	-	0	23	23	46	0	0
Northridge West	2	86	40	-46	DOC	-	0	26	14	40	0	0
North Hills West	2	119	131	12	SA	-	0	34	84	118	13	0
Lake Balboa	3	444	191	-253	SA	-	0	60	127	187	4	0
West Hills	3	388	238	-150	DOC	-	0	80	155	235	3	0
Reseda	3	288	187	-101	SA	-	0	51	134	185	2	0
Canoga Park	3	283	235	-48	DOC	-	0	75	147	222	13	0
Encino	3	180	171	-9	DOC	-	0	28	102	130	41	0
Greater Valley Glen	4	93	0	N/A	SA	-	0	0	0	0	0	0
North Hollywood Northeast	4	18	12	-6	SA	-	0	4	8	12	0	0
Studio City	4	367	390	23	DOC	-	0	68	45	114	276	1
Mid-City West	5	217	328	111	SA	2	3	178	137	319	9	1
Historic Cultural	6	850	194	-656	DOC	5	44	122	14	180	14	0
Olympic Park	6	62	102	40	SA	1	0	38	60	98	4	0
Downtown Los Angeles	6	679	847	168	DOC	13	280	366	192	838	9	0
Silver Lake	7	1398	983	-415	DOC	4	63	303	279	645	338	0
Echo Park	7	576	222	-354	DOC	2	20	57	145	222	0	0
Glassell Park	8	392	270	-122	DOC	3	60	55	81	196	74	0
LA-32	8	305	197	-108	SA	2	56	2	135	193	4	0
Historic Highland Park	8	360	286	-74	DOC	2	51	128	88	267	19	0
Lincoln Heights	8	105	375	270	DOC	6	222	61	89	372	3	0
Empowerment Congress Southwest	9	0	135	135	SA	3	23	32	80	135	0	0
Central Alameda	9	140	0	N/A	SA	-	0	0	0	0	0	0
Zapata-King	9	458	459	1	SA	3	29	335	80	444	15	0
Empowerment Congress Southeast	9	71	108	37	SA	2	51	44	12	107	1	0
Empowerment Congress North	10	72	75	3	SA	0	1	16	58	75	0	0
Mid City	10	82	89	7	SA	1	5	29	55	89	0	0
Empowerment Congress West	10	160	182	22	DOC	7	34	65	83	182	0	0
Del Rey	11	141	65	-76	DOC	1	12	13	39	64	1	0
South Robertson	11	520	517	-3	SA	3	62	200	254	516	1	0
Palms	11	211	473	262	SA	3	131	55	287	473	0	0
Wilmington	12	65	73	8	DOC	2	47	10	0	57	16	0
Harbor Gateway North	12	143	178	35	SA	4	85	85	0	170	8	0
Totals		**10799**	**8781**	**-1785**	**SA 18**	**72**	**1339**	**2981**	**3439**	**7761**	**1020**	**2**

Voter Decrease - 7 SA, 12 DOC   **DOC 18**

Voter Increase - 12 SA, 4 DOC

2 Board Affirmations

everyonecounts®

2018 & 2020 NEIGHBORHOOD COUNCIL ELECTIONS
96 NEIGHBORHOOD COUNCIL ELECTIONS

Everyone Counts is committed to providing our best-in-class online voting solution to the City of Los Angele's EmpowerLA team. Our solution includes our eLect software as a service solution along with the necessary Election Administration Services to ensure secure elections for all of Los Angele's Neighborhood Councils.

We have simplified our pricing model for EmpowerLA, and have included provisions for the build-out of the additional 46 Neighborhoods, hosting in our secure cloud environment and personnel who deliver the necessary services to set up, test and enact the elections from start to final tabulation. Prior to the actual election periods, much work will be done in advance. We will bring forward lessons learned from the 2016 elections as well as our considerable expertise and best practices from other elections we have conducted throughout the US, for public and private sector clients.

PRICING

2018 Election Cycle
50 NC Elections – continuation of current build

EMPOWERLA - 50 NC Elections

	Totals	Monthly Fees (18 Months)	In Full Fees	Monthly With In full fees Rolled in.
License	$297,500.00	$16,527.78		
Election Services	*Included*			
Notify	*Included*			
Helpdesk	$58,590.00		$58,590.00	$19,782.78

96 NC Elections – expand to current full NC count

EMPOWERLA - 96 NC Elections

	Totals	Monthly Fees (18 Months)	In Full Fees	Monthly With In full Rolled in.
License	$377,240.00	$20,957.78		
Election Services	*Included*			
Notify	*Included*			
Helpdesk	$58,590.00		$58,590.00	$24,212.78

everyonecounts®

2020 Election Cycle

The 2020 Election Cycle provides new options, given that we will have had two full election cycles completed through the system. The EmpowerLA/City Clerk team will have experience and knowledge of the workings of the eLect system and all build outs will have been completed by this time. As such, Election Administration Services move to the "optional" column, with the caveat that the EmpowerLA/City Clerk team is certified on using our election platform and can take full ownership of delivering the elections. Certification is achieved through training and knowledge confirmation by conducting a full mock-election under the supervision of the Everyone Counts Election Administrator. Everyone Counts offers the Election Administration Services as an option, and you may still contract for them going forward.

2020 Election Cycle

96 NC Elections

EMPOWERLA - 96 NC Elections			
	Totals	Monthly Fees*	In Full Fees
License	$275,000.00	$22,916.67	
Notify	Included		
Training (3 days)			$12,000.00
Optional:			
Election Services	$102,240.00	$8,520.00	
Helpdesk			$58,590.00

*based on 12 months

Statement of Work and Terms & Conditions will be finalized in a contract Amendment.