

CITY OF LOS ANGELES

CALIFORNIA



GOVERNING BOARD

CLINT BIRDSONG
CHAIR
ROMANA BARAJAS
VICE-CHAIR
ASH KRAMER
TREASURER

BRYAN KRAMER
CHLOE RIVAS
TERESA ROMAN
ALEXIA TERAN

GREATER CYPRESS PARK NEIGHBORHOOD COUNCIL

1150 CYPRESS AVE
LOS ANGELES, CA 90065

E-mail: GCPNC@empowerla.org
Website: cypressparknc.com



GREATER CYPRESS PARK NEIGHBORHOOD COUNCIL GOVERNING BOARD MEETING AGENDA

Tuesday, October 13, 2020 – 7:00 P.M. | Martes, 13 de octubre del 2020 - 7:00 p.m.



VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, the Greater Cypress Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial **888 475 4499 (Toll Free) or (253) 215-8782**, and enter **882 3303 9184**, and then **press #** to join the meeting. Alternatively, you may join using a web browser by navigating to <https://us02web.zoom.us/j/88233039184>.

Instructions on how to sign up for public comment will be given to listeners at the start of the meeting

Spanish translation provided, but you must join from <https://us02web.zoom.us/j/88233039184>.

NÚMERO DE VIDEOCONFERENCIA DE LA REUNIÓN VIRTUAL PARA LA PARTICIPACIÓN PÚBLICA

De conformidad con la Orden Ejecutiva N-29-20 (17 de marzo del 2020) del Gobernador y debido a las preocupaciones sobre el COVID-19, la reunión del Consejo del Vecindario de Greater Cypress Park se llevará a cabo completamente por teléfono.

Toda persona que desee dirigirse al Consejo del Vecindario debe marcar el **888 475 4499 (número gratuito) o (253) 215-8782**, e ingresar **882 3303 9184** y luego **presionar #** para unirse a la reunión. Alternativamente, puede unirse usando un navegador web visitando <https://us02web.zoom.us/j/88233039184>.

Las instrucciones sobre cómo inscribirse para hacer comentarios públicos se darán a los oyentes al comienzo de la reunión

Se proporciona interpretación en español, pero debe ingresar desde <https://us02web.zoom.us/j/88233039184>.

	Items may be addressed out of the order listed. Times are for reference and subject to change.	Los temas se pueden abordar en un orden distinto al del listado. El horario se muestra como referencia, y está sujeto a cambios.
1.	Call to Order (2 minutes)	Llamada de ingreso (2 minutos)
1.1.	Roll Call	Lista de asistencia
1.2.	Welcome stakeholders present, acknowledgment of Tongva land, introductions, code of conduct reminder and summary of telephonic meeting procedures	Bienvenida, presentación de los participantes, reconocimiento del territorio de Tongva, presentaciones, recordatorio del código de conducta y resumen de los procedimientos de las reuniones telefónicas
2.	Comments from Public Officials (10 minutes)	Comentarios de los Funcionarios Públicos (10 minutos)
3.	Public Comments (10 minutes)	Comentarios del público (10 minutos)
	Comments from the Board, stakeholders and the public on non-agenda items within the Board’s subject matter jurisdiction. The public is requested to dial *9 (or use the “Raise Hand” button), when prompted by the presiding officer, to address the Board. Limited to one (1) minute per speaker.	Comentarios del Consejo, de los participantes y del público sobre temas no incluidos en la agenda que se encuentren dentro de los temas bajo la jurisdicción del Consejo. Se ruega al público que marque *9 (o que utilice el botón "Levantar la mano") cuando se lo pida el funcionario que preside para dirigirse al Consejo. Limitado a un (1) minuto por comentario.
4.	Chairperson’s Report (3 minutes)	Informe del Presidente (3 minutos)
4.1.	Update on member eligibility to vote.	Actualización en la elegibilidad de los miembros para votar.
4.2.	November Presidential Election reminders, Flu Shot reminder	Recordatorios de las elecciones presidenciales en noviembre, recordatorio de la vacuna contra la gripe
4.3.	Budget Advocate update, Outreach Committee update from Teresa	Actualización de Budget Advocate, Actualización del Comité de Alcance a la Comunidad y Embellecimiento de Teresa
5.	Treasurer’s Report (2 minutes)	Informe del tesorero (2 minutos)
	<ul style="list-style-type: none"> Approval of the September 2020 Monthly Expenditure Report 	<ul style="list-style-type: none"> Aprobación del informe mensual de gastos de septiembre del 2020
6.	Consent Calendar (2 minute) – Per GCPNC Standing Rules, a single motion approves the following items without board or public comment due to the fact that they were considered at a prior public meeting and/or are uncontroversial. Any Board Member may ask that any item be removed from the consent calendar and voted on separately. <ul style="list-style-type: none"> Approve September Regular Meeting Minutes 	Calendario de consentimiento (2 minutos): según el reglamento permanente de GCPNC, una única moción aprueba los siguientes temas sin los comentarios del Consejo o del público debido al hecho de que fueron considerados en una previa reunión pública, y/o son incontrovertidos. Cualquier miembro del Consejo puede solicitar que cualquier tema sea removido del calendario de consentimiento y que la votación se realice por separado. <ul style="list-style-type: none"> Aprobar las actas de la reunión ordinaria de septiembre

7.	Action Items	Puntos de acción
7.1.	Discussion and Possible Action: Community Impact statements in support of the following Council Files	Discusión y posible medida: Declaraciones del impacto comunitario a favor de los siguientes expedientes del Consejo
7.1.1.	Support: CF 20-1045 - Land Use Reform / Increasing Transparency / Processes and Procedures Ordinance / Update	A favor: CF 20-1045 - Reforma del uso de la tierra / Aumento de la transparencia / Ordenanza de procesos y procedimientos / Actualización
7.1.2.	Oppose: CF 20-1044 - Land Use Reform / High Value Projects	En contra: CF 20-1044 - Reforma del uso de la tierra / Proyectos de alto valor
7.1.3.	Neither Support nor Oppose: CF 20-1045 - City Zoning Code Update / Ballot Measure. Comment that (1) the TOC should not be used as a gold standard for the report because it has failed to meet its goals and (2) the study needs to include who should develop low-income properties and where the resources for such development would come from because rezoning reduces costs for developers who may not be committed to building affordable housing.	Ni a favor ni en contra: CF 20-1045 - Actualización del código de zonificación de la ciudad / Medida de la boleta. Comentar que (1) el TOC no debe ser utilizado como un estándar de oro para el informe, ya que no ha cumplido con sus objetivos, y (2) el estudio debe incluir quién debe desarrollar las propiedades de bajos ingresos y de dónde vendrían los recursos para tal desarrollo, debido a que la re zonificación reduce los costos para los desarrolladores que pueden no estar comprometidos con la construcción de viviendas asequibles.
7.2.	Discussion and Possible Action: Review Neighborhood Purpose Grants (10 minutes) <ul style="list-style-type: none"> • Buried Under the Blue (BUB): up to \$4,000 – Grant to fund food and supplies events for Cypress Park residents 	Discusión y posible medida: Revisión de las subvenciones del vecindario (10 minutos) <ul style="list-style-type: none"> • Buried Under the Blue (BUB): hasta \$4,000 - Subvención para financiar eventos de alimentos y suministros para los residentes de Cypress Park
7.3.	Discussion and Possible Action: Appoint 2 At-Large Directors to the Governing Board (applications and qualifications available at https://cypressparknc.com/gbapps/). Applications must be received before the start of this meeting. <ul style="list-style-type: none"> • Applicants address the Board (2 minutes each) • Board members ask questions (2 minutes each) • Public comment addressed to the Board. (1 minute per person, total of 10 minutes) • Appointment vote (Majority of Board) • Seat must be filled before 12/15/2020 	Discusión y posible medida: Nombrar a 2 directores generales para el Consejo de Administración (las solicitudes y las aptitudes están disponibles en https://cypressparknc.com/gbapps/). Las solicitudes deben recibirse antes del comienzo de esta reunión. <ul style="list-style-type: none"> • Los solicitantes se dirigen al Consejo (2 minutos cada uno) • Los miembros del consejo hacen preguntas (2 minutos cada uno) • Comentarios del público dirigidos al Consejo. (1 minuto por persona, total de 10 minutos) • Voto de nombramiento (Mayoría del Consejo) • El puesto debe llenarse antes del 12/15/2020
7.4.	Discussion and Possible Action: 2021 Neighborhood Council Elections Worksheet and other elections planning	Discusión y posible medida: Hoja de trabajo de las elecciones del Consejo de Vecinos 2021 y planificación de otras elecciones

	<ul style="list-style-type: none"> • Tentative plan from the City Clerk: The election will be conducted by mail. Stakeholders must request a ballot online or through a mailed form by April 6. Ballots must be returned by April 13. Ballots will be postage paid. We will also have a ballot drop box location within the NC boundaries. • Appoint an Elections Committee 	<ul style="list-style-type: none"> • Plan tentativo del Secretario de la Ciudad: La elección se llevará a cabo por correo. Las partes interesadas deben solicitar una boleta en línea o a través de un formulario enviado por correo antes del 6 de abril. Las boletas deben ser devueltas antes del 13 de abril. Las boletas tendrán los gastos de envío pagados. También contaremos con urnas dentro de los límites de NC. • Nombrar a un comité de elecciones
7.5.	<p>Discussion and Possible Action: Community Cleanup Events</p> <ul style="list-style-type: none"> • Our plan was denied by the City Clerk - but CD1 has offered to co-host small ones 	<p>Discusión y posible medida: Eventos de limpieza comunitaria</p> <ul style="list-style-type: none"> • Nuestro plan fue denegado por el Secretario de la Ciudad, pero CD1 se ha ofrecido a ser co-anfitrión de los planes pequeños.
7.6.	<p>Discussion and Possible Action: Metro is conducting an independent noise study of the Metrolink Central Maintenance Facility.</p>	<p>Discusión y posible medida: Metro está llevando a cabo un estudio de ruido independiente en las instalaciones centrales de mantenimiento de Metrolink.</p>
8.	<p>New Business and ideas for future meetings</p>	<p>Nuevos negocios e ideas para futuras reuniones</p>
9.	<p>Upcoming Meetings and Events:</p> <ul style="list-style-type: none"> • Governing Board Meeting: Tuesday, November 10, 7:00PM 	<p>Próximias reuniones y eventos:</p> <ul style="list-style-type: none"> • Reunión del Consejo Directivo: jueves 10 de noviembre, 7:00 pm
10.	<p>Adjournment</p> <p>PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 minute per speaker, unless waived by the presiding officer of the Board. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee or Board meeting.</p>	<p>Se levanta la sesión</p> <p>APORTACIÓN DEL PÚBLICO EN LAS REUNIONES DEL CONSEJO DE VECINOS: Se le solicita al público que marque * 9, cuando el presidente lo solicite, para dirigirse a la Junta en cualquier tema de la agenda antes de que la Junta tome medidas sobre un tema. Los comentarios del público estipulados en la agenda serán escuchados únicamente cuando el respectivo tema esté siendo considerado. Los comentarios del público sobre otros temas que no figuren en la Agenda pero que estén dentro los temas de jurisdicción del consejo, serán escuchados durante el periodo de Comentarios del Público. Los comentarios del público están limitados a 1 minuto por comentario, a menos que sea permitido por el oficial que preside el Consejo. Nótese que, en virtud de la Ley Brown, el Consejo no puede actuar sobre un asunto que usted mencione durante el período de comentario público general; sin embargo, el asunto planteado por un miembro del público puede convertirse en el tema de una futura reunión del Comité o del Consejo.</p>
	<p>STATE OF CALIFORNIA PENAL CODE SECTION 403 (Amended by Stats. 1994, Ch. 923, Sec. 159. Effective January 1, 1995.): Every</p>	<p>SECCIÓN 403 DEL CÓDIGO PENAL DEL ESTADO DE CALIFORNIA (Enmendado por los Estatutos, 1994, Capítulo 923, Sección. 159. Efectivo el 1º</p>

person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

de enero de 1995): Cada persona que, sin la autorización de la ley, voluntariamente perturbe o disuelva cualquier asamblea o reunión que no sea ilegal en su carácter, que no sea una asamblea o reunión mencionada en la Sección 302 del Código Penal o la Sección 18340 del Código Electoral, es culpable de un delito menor.

PUBLIC POSTING OF AGENDAS: Agenda is posted for public review at the Cypress Park Public Library, 1150 Cypress Avenue, Los Angeles, CA 90065, at www.cypressparknc.com, or you can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

PUBLICACIÓN DE LAS AGENDAS: La agenda se publica para revisión su pública en Cypress Park Public Library, 1150 Cypress Avenue, Los Angeles, CA 90065 o en www.cypressparknc.com, o también puede recibir nuestras agendas por correo electrónico suscribiéndose al Sistema de Notificación Anticipada de la Ciudad de L.A. en <https://www.lacity.org/subscriptions>

PUBLIC ACCESS OF RECORDS: Members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5) In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed by contacting the Board or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board.

ACCESO PÚBLICO A LOS REGISTROS: Los miembros del público pueden pedir y recibir copias, sin demoras indebidas, de cualquier documento que sea distribuido al Consejo, a menos que haya una exención específica bajo la Ley de Registros Públicos que prevenga la divulgación del registro. (Código gubernamental § 54957.5) En conformidad con la sección 54957.5 del Código Gubernamental, los escritos no exentos que sean distribuidos a la mayoría o a todo el consejo antes de una reunión pueden ser vistos contactando al Consejo o en la reunión agendada. Adicionalmente, si usted desea una copia de cualquier registro relacionado con un tema en la agenda, sírvase ponerse en contacto con el Consejo.

THE AMERICAN WITH DISABILITIES ACT: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 2 business days (48 hours) prior to the meeting you wish to attend by contacting the GCPNC Board at gcpnc@empowerla.org.

LEY SOBRE ESTADOUNIDENSES CON DISCAPACIDADES: Como una entidad sujeta al Título II de la Ley sobre Estadounidenses con discapacidades, City of Los Angeles no discrimina con base a discapacidad y, a petición, proveerá acomodación razonable para asegurar acceso equitativo a sus programas, servicios y actividades. Se pueden proporcionar intérpretes de lenguaje de señas, dispositivos de audición u otras ayudas y/o servicios de asistencia, si se solicitan. Para asegurar la disponibilidad de los servicios, sírvase hacer su solicitud con al menos 2 días hábiles (48 horas) antes de la reunión a la que desea asistir, poniéndose en contacto con el Consejo del GCPNC en gcpnc@empowerla.org.

TRANSLATION SERVICES: If you require translation services please notify the council 2 working days (48 hours) before the event. If you need assistance with this notification please contact us at GCPNC@empowerla.org

SERVICIOS DE TRADUCCIÓN: Si requiere de servicios de traducción, por favor, notifique al consejo 2 días hábiles (48 horas) antes del evento. Si necesita asistencia con esta notificación, contáctenos en GCPNC@empowerla.org

PROCESS FOR RECONSIDERATION: The Board may reconsider and amend its action on items listed on the agenda if that Reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting (1) A Motion for Reconsideration on the described matter and (2) a proposed action should the motion to reconsider

PROCESO PARA RECONSIDERACIÓN: El Consejo puede reconsiderar y enmendar su medida sobre temas listados en la agenda si la Reconsideración se presenta inmediatamente después de la acción original o en la siguiente reunión ordinaria. El Consejo, en cualquiera de estos dos días, se programará en la siguiente reunión después de la medida original; después, dos temas deberán ser establecidos en la agenda para dicha reunión (1) Una moción para Reconsideración sobre el tema descrito y (2) la proposición de una medida si la moción de reconsideración es

be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason (s) for requesting reconsideration at the next regular meeting.

aprobada. Una moción de reconsideración solo puede hacerse por un miembro del Consejo que haya votado previamente en el lado que prevalece de la medida original tomada. Si una moción para reconsideración no se realiza en la fecha en la que es tomada la medida, entonces el miembro del Consejo en el lado que prevalece de la medida debe presentar un memorándum a la Secretaría identificando el asunto a ser reconsiderado, junto con una breve descripción de la razón o razones de la solicitud de reconsideración en la próxima reunión ordinaria.

Monthly Expenditure Report



Reporting Month: September 2020 Budget Fiscal Year: 2020-2021

NC Name: Greater Cypress Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28389.92	\$3763.18	\$24626.74	\$455.88	\$0.00	\$24170.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$17300.00	\$763.18	\$14336.23	\$455.88	\$13880.35
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$20290.51	\$3000.00	\$9290.51	\$0.00	\$9290.51
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10200.59	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORQUEST-LA/FIGUEROA	09/30/2020	Storage!	General Operations Expenditure	Office	\$180.00
2	Barbier International Inc.	08/31/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$306.30
3	Mujeres de la Tierra	08/14/2020	Approval of \$3000 Neighborhood Purpose Grant to Mujeres de la Tierra: This grant is intended to support organized parent/community group Acción Comunitaria's	Neighborhood Purpose Grants		\$3000.00

			food d...			
4	BRIDGE GAP TEMPORARY STAFFING AND SERVICES AGENCY	08/17/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$234.08
5	Barbier International Inc.	09/10/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$42.80
Subtotal:						\$3763.18

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Barbier International Inc.	09/28/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$246.25
2	LLOYD Staffing Inc	10/05/2020	Motion to approve Meeting Minute Taker \$2500 for the year	General Operations Expenditure	Office	\$209.63
Subtotal: Outstanding						\$455.88

StorQuest - Los Angeles / Figueroa
2222 North Figueroa
Los Angeles, CA 90065
323-227-0015

Payment Receipt

Transaction Date: Sep 29, 2020
Transaction Number: 1065432066
Account Name: Greater Cypress Park NC
Account Number: 1003575944
Agent: A AP

Greater Cypress Park NC
1150 Cypress Ave

Los Angeles, CA 90065

Charge Date	Item Description	Amount
Sep 29, 2020	Unit 1151 Rent: (Sep 29, 2020 thru Oct 28, 2020)	\$170.00
Sep 29, 2020	Insurance 2,000 coverage: (Sep 29, 2020 thru Oct 28, 2020)	\$10.00

Charges Summary:
Charges: \$180.00
Tax: \$0.00
Total Charges: \$180.00

Payment Summary:
Total Tendered: \$180.00
Change: \$0.00

Payment Method	Reference	Amount
MasterCard	xxxxx8370	\$180.00

Customer Signature



Barbier International Inc.
10260 SW Greenberg Rd Suite 400
Portland, OR 97223
5034307710
accounting@barbierintl.com

Invoice 2020501

BILL TO

Clint Birdsong
Greater Cypress Park
Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

DATE
08/17/2020

PLEASE PAY
\$306.30

DUE DATE
09/16/2020

TRACKING NO.

340820TRMC/350820INAS

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Interpretation Services PO: 340820TRMC VRI Interpretation Services - Spanish DATE: 08/11/2020 7:00 - 10:34 PM 214 minutes Cypress Park Council Meeting	214	1.25	267.50
	Translation Services PO: 350820INAS Translation of <2020-08-11 GCPNC Governing Board Meeting Agenda> into Spanish	388	0.10	38.80

It's been a pleasure working with you!

TOTAL DUE

\$306.30

THANK YOU.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Cypress Park Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Mujeres de la Tierra 20-5270350 Nonprofit 501(c)(3) July 18 2007
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 570 W Avenue 26, Suite 300 Los Angeles CA 90065
Organization Mailing Address **City** **State** **Zip Code**

1c) _____ _____ _____ _____
Business Address (If different) **City** **State** **Zip Code**

1d) PRIMARY CONTACT INFORMATION:

Irma Muñoz 323 207 5155 info@mujeresdelatierra.com
Name **Phone** **Email**

2) Type of Organization- Please select one:

- Public School (not to include private schools) **Attach Signed letter on School Letterhead** or 501(c)(3) Non-Profit (other than religious institutions) **Attach IRS Determination Letter**

3) _____ _____ _____ _____
Name / Address of Affiliated Organization (if applicable) **City** **State** **Zip Code**

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

This grant is intended to support organized parent/community group Acción Comunitaria's food distribution program. Mujeres de la Tierra will provide tools of capacity for this group to be able to carry out 6 distribution starting on September 2.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Accion Comunitiria has held for the past 4 months food distributions in Cypress Park but their funding sources are starting to get limited. With this grant, Mujeres will support this group to continue there food distribution program for approximately 2 more months. These distributions will occur every other week on Wednesdays starting September 2 serving approx. 100 families.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Purchase of food (Fruits and Vegetables) and other	\$ 2,500	\$
	Purchase of supplies (bags) and PPE	\$ 300	\$
	Transportation	\$ 200	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: **\$ 3,000**

10a) Start date: 09 / 02 / 2020 10b) Date Funds Required: 08 / 21 / 2020 10c) Expected Completion Date: 11 / 18 / 2020
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant
Teresa Roman	Member of Accion Comunitaria

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**


SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Irma R. Muñoz	President- CEO		<u>08/10/2020</u>
_____ PRINT Name	_____ Title	_____ Signature	_____ Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Paola Machan	Ops Manager		<u>08/10/2020</u>
_____ PRINT Name	_____ Title	_____ Signature	_____ Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 18 2007

MUJERES DE LA TIERRA
C/O KLEIN MANDELBLATT & CO LLP
10850 WILSHIRE BLVD STE 350
LOS ANGELES, CA 90024

Employer Identification Number:
20-5270350
DLN:
17053095034027
Contact Person:
DONNA ELLIOT-MOORE ID# 50304
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
509(a)(2)
Form 990 Required:
YES
Effective Date of Exemption:
JULY 25, 2006
Contribution Deductibility:
YES
Advance Ruling Ending Date:
JUNE 30, 2011

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

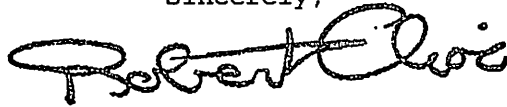
Letter 1045 (DO/CG)

-2-

MUJERES DE LA TIERRA

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, prominent "R" and "C".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension

Letter 1045 (DO/CG)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:

10008 National Blvd #319
 Los Angeles, CA 90034-3809
 Phone 213.797.0999

DATE: AUGUST 7, 2020

TO:
 Clint Birdsong
 Greater Cypress Park Neighborhood Council
 1150 Cypress Ave
 Los Angeles, CA 90065

COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	GCPNC	1000	07/14/2020	1900	Due on receipt

	DESCRIPTION		TOTAL
	Prep template	.30	8
	Meeting	3.0	
	Minute processing for 06/09 and all special meeting	4.30	

SUBTOTAL HOURS	8
RATE PER HOUR	29.26
TOTAL DUE	234.08

Invoice Number 101006

If you have any questions concerning this work order, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

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Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:



Barbier International Inc.
10260 SW Greenberg Rd Suite 400
Portland, OR 97223
5034307710
accounting@barbierintl.com

Invoice 2020536

BILL TO

Clint Birdsong
Greater Cypress Park
Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

DATE
09/04/2020

PLEASE PAY
\$42.80

DUE DATE
10/04/2020

P.O. NUMBER

C-135204

TRACKING NO.

180920TRAC

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Translation Services Translation of <2020-09-08 GCPNC Governing Board Meeting Agenda For Posting> into Spanish	428	0.10	42.80

It's been a pleasure working with you!

TOTAL DUE

\$42.80

THANK YOU.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:

MOTION

Land Use Reform – Increasing Transparency

On August 24, 2016 the Director of Planning initiated a Processes and Procedures Ordinance that would amend the Los Angeles Municipal Code to systematically reorganize the administrative provisions of the Zoning Code (CF: 12-0460-S4). The purpose of this ordinance is for the public to have a user-friendly and consistent set of administrative provisions that clearly outline the processes and procedures for project review.

The type of actions outlined in the Processes and Procedures Ordinance such as General Plan and Zoning Code amendments allow for changes to established zoning. From November 2016 to February 2020, these types of actions have gone to the City Planning Commission 135 times.

In many cases these entitlements are warranted due to the city's outdated zoning code, which makes many projects, particularly housing, infeasible. There are also situations where projects, such as industrial facilities, are proposed which can have an adverse affect on nearby residents. In these situations the land use process allows Council Offices to advocate on behalf of their constituents to reduce impacts.

However, the sheer volume of entitlements can also erode public trust. Without clear established criteria, the public is left wondering how certain projects were allowed to be built in their communities. For this reason, it is necessary to provide additional criteria in the Processes and Procedures Ordinance on when legislative actions and other entitlements can occur. This will give more discretion to the Planning Department to make sure these actions align with broader city goals and the public interest. This will also provide more transparency to the public when a project can diverge from existing zoning.

As a result of the outdated code and administrative processes, Council Offices have to play a more active role in some projects. This type of involvement results in communications between a Council Office and development team. In order to bring more transparency to the interactions between Council Offices and developers, the City should establish protocols for these meetings.

I THEREFORE MOVE that the City Planning Department, in coordination with the Chief Legislative Analyst, update the Processes and Procedures Ordinance with additional criteria on when entitlements such as legislative actions and Conditional Use Permits will be granted and should restrict actions from moving forward unless it can be established that they are in the public interest or otherwise adhere to established policies of the city.

I FURTHER MOVE that the City Planning Department, in coordination with the Chief Legislative Analyst, establish new protocols around communication between developers

AUG 19 2020



MOTION

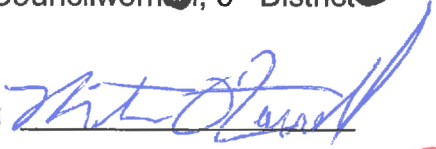
Land Use Reform – High Value Projects

The Planning and Land Use Management Committee (PLUM) has significant power over land use decisions in the city. This includes the ability to over turn previous decisions made by the Planning Department and Planning Commission and to schedule when projects are heard, which can impact a developer's ability to meet critical deadlines.


For high value projects, the granting of entitlements can be worth hundreds of millions of dollars. The developers of these projects hire teams of consultants and lobbyist who often targets members of the PLUM Committee. In some cases these projects are very large and have citywide impacts. For this reason, it is necessary for these high value projects to bypass the PLUM Committee and go directly to the full City Council to be voted on.

I THEREFORE MOVE that the City Planning Department, in coordination with the Chief Legislative Analyst report back in 30 days on developing criteria for high value projects and amend the planning process so these projects are diverted from PLUM and go directly to the City Council, the report should analyze high value projects that have gone to PLUM since 2013 and take into consideration both the total cost as well as the cost per square foot.

PRESENTED BY: 
NURY MARTINEZ
Councilwoman, 6th District

SECONDED BY: 

ORIGINAL


AUG 19 2020

and council offices that takes place outside official meetings or hearings, these protocols should ensure that discussions between developers and council offices take place transparently and with appropriate disclosures.

PRESENTED BY: 
NURY MARTINEZ
Councilwoman, 6th District

SECONDED BY: 

MOTION

Land Use Reform – Zoning Ballot Measure

A fundamental flaw of land use planning in Los Angeles is an outdated and inconsistent zoning code. Many of the city's Community Plans are badly out of date. The Sun Valley-La Tuna Canyon Community Plan and Mission Hills- Panorama City- North Hills Community Plan were last updated in the 90's. This leaves our code riddled with outdated Q and T conditions and antiquated designations such as Parking Zones. Although the Planning Department is currently in the process of updating Community Plans and introducing a new Zoning Code, this process will take many more years to be fully completed and could also be delayed by litigation and budget cuts.

The city's outdated zoning makes it necessary for many projects to seek entitlements diverging from established zoning. City Council members, and not the Planning Department or the community, become the primary arbiters of land use decisions. This process leads to confusion and rewards those with the resources to hire consultants and lobbyists. It also leads to a lack of transparency for the public where projects rise in neighborhoods that do not correspond to their designation in the zoning code. This process is also inequitable with exceptions most often being made for projects in low-income community of colors where developers anticipate a lack of neighborhood pushback.

The outdated zoning code also prevents the city from meeting the pressing and urgent demands it is faced with. The city has a critical lack of housing for all income levels, however the zoning code prevents new housing from being built in much of the city particularly in job and transit rich communities. An updated code will better allow the city to house its homeless population, take advantage of transit investments, and meet our state mandated Regional Housing Needs Assessment (RHNA) target of over 450,000 new homes by 2029.

Measure JJJ which was passed by voters in 2016 is evidence of how updating the zoning code can streamline projects while producing broader benefits to the public. The Transit Oriented Communities (TOC) program, which resulted from JJJ, has produced over 30,721 units, including 6,497 affordable units, and thousands of high paying construction jobs since it was established in 2017. It has also streamlined zoning in certain areas leading to a 78% reduction in General Plan Amendments and Zone Changes.

Even with an updated zoning code, it will still be necessary for certain projects to go through an entitlement process. This process can serve as a useful mechanism for Council Offices to advocate for the needs of their constituents. However, granting entitlements as a matter of course is an inefficient and non-transparent way to manage land use in the city. For this reason it is necessary to update the city's zoning code so we can streamline the process and create a more affordable and sustainable city.

AUG 19 2020


AUG 19 2020

I THEREFORE MOVE that the City Planning Department, in coordination with the Chief Legislative Analyst, report back in 30 days on the creation of a measure to be placed on a future ballot to update the city's zoning code. This measure should:

- Address the city's desperate shortage of housing as well as the city's RHNA obligation.
- Be modeled after TOC to incentivize broader community benefits such as affordable housing, high paying jobs, parks and open space and improvements to mobility and the public realm.
- Lead to an equitable distribution of new housing around the city based on high quality jobs, transit, and historic housing production.

I FURTHER MOVE that the zoning code ballot measure be prepared through a transparent process, which includes community engagement.

PRESENTED BY: _____


NURY MARTINEZ
Councilwoman, 6th District

SECONDED BY: _____





2021 NEIGHBORHOOD COUNCIL ELECTIONS

ELECTION INFORMATION WORKSHEET



The 2021 NC Elections will be all Vote-By-Mail. Please use this form to provide the Office of the City Clerk with your Neighborhood Council's preferred mail ballot drop box hours and location, translation preferences, and election chair for the 2021 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the Neighborhood Council 2021 Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **November 13, 2020**, the City Clerk will select the options for you.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY NOVEMBER 13, 2020

1	<p style="text-align: center;">Greater Cypress Park</p> <p>NEIGHBORHOOD COUNCIL: _____</p>												
2	<p>DROP BOX HOURS: Select a six to eight-hour window between the hours of 9:00 a.m. and 8:00 p.m. to have the drop box.</p> <p style="text-align: center;"> <u>10:00</u> am a.m./p.m. TO <u>6:00</u> pm a.m./p.m. </p> <p style="text-align: center;"> START TIME END TIME </p>												
3	<p>DROP BOX LOCATION: Provide a location (and an alternate) <i>within</i> your NC boundaries to use as a drop off location for NC ballots. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. The City Clerk reserves the right to use a facility that may not be a preferred location by the NC.</p> <p>Facility Name: <u>Cypress Park Branch Library</u></p> <p>Address: <u>1150 Cypress Ave. Los Angeles, CA 90065</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Location Contact Information:</td> <td style="width: 30%; text-align: center;">pxavier@lapl.org</td> <td style="width: 30%; text-align: center;">323-224-0039</td> </tr> <tr> <td>Patrick Xavier</td> <td></td> <td></td> </tr> <tr> <td>Contact Name</td> <td style="text-align: center;">Email</td> <td style="text-align: center;">Phone</td> </tr> </table> <p>Have you made contact with this location regarding the election? <i>(Optional)</i> _____ YES <input checked="" type="checkbox"/> NO</p> <p>-----</p> <p>Alternate Facility Name: _____</p> <p>Address: _____</p> <p>Location Contact Information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Contact Name</td> <td style="width: 30%; text-align: center;">Email</td> <td style="width: 30%; text-align: center;">Phone</td> </tr> </table> <p>Have you made contact with this location regarding the election? <i>(Optional)</i> _____ YES _____ NO</p>	Location Contact Information:	pxavier@lapl.org	323-224-0039	Patrick Xavier			Contact Name	Email	Phone	Contact Name	Email	Phone
Location Contact Information:	pxavier@lapl.org	323-224-0039											
Patrick Xavier													
Contact Name	Email	Phone											
Contact Name	Email	Phone											

For more information, please contact the Office of the City Clerk – Election Division at
(213) 978-0444 or toll free at (888) 873-1000

clerk.electionsnc@lacity.org



2021 NEIGHBORHOOD COUNCIL ELECTIONS

ELECTION INFORMATION WORKSHEET



4	NC ELECTION BOARD CONTACT INFORMATION			
	Election Committee Chair: _____			
5	Secondary Contact: _____	Name Clint Birdsong	Phone 6602874043	Email birdsong4gcp@gmail.com
		Name	Phone	Email

TRANSLATIONS: Specify additional language(s) needed for the following forms. These documents will automatically be translated in Spanish and Korean. The Neighborhood Council **must** contribute \$200 for each additional language.

Candidate Filing Application: _____
Specify requested language(s)

Vote-By-Mail Application: _____
Specify requested language(s)

NEIGHBORHOOD COUNCIL APPROVAL

By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.

Date of Board Action: 10/13/20 Board Vote: _____ Yes _____ No _____ Abstentions

President/Chair: Clint Birdsong

Name 6602874043	Signature birdsong4gcp@gmail.com
Phone	Email

2021 NEIGHBORHOOD COUNCIL ELECTION HANDBOOK

DRAFT

VERSION DATE: SEPTEMBER 24, 2020

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

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Attachment A: 2021 Neighborhood Council Regional Election Schedule

Attachment B: 2021 NC Election Timeline

Attachment C: 2021 NC Election Documentation Guide

Attachment D: Candidate Board Service Acknowledgement and Affirmation

Attachment E: List of Acceptable Challenges

Attachment F: Los Angeles Municipal Code Sec. 28.00-28.04

DRAFT

INTRODUCTION

The Neighborhood Council (NC) Board Member Elections will be held in the spring of 2021. This handbook provides voters, candidates, and NC participants with important information about the election process, including the candidate filing and Vote-By-Mail (VBM) operations.

For 2021, the Office of the City Clerk (City Clerk) will be overseeing election operations, while the Department of Neighborhood Empowerment (EmpowerLA) will collaborate with individual NCs to conduct election outreach. Both the City Clerk and EmpowerLA look forward to the 2021 NC Elections and will be working closely with each NC to ensure that all NC elections are a success.

Due to public health and safety concerns as a result of the Covid-19 pandemic, the City Clerk is implementing an all VBM voting model for all NCs in 2021. This handbook will serve as the primary source of NC Election policies and procedures.

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

For more information about individual NCs or NC outreach, please visit EmpowerLA's website at empowerla.org or call at (213) 978-1551.

Office of the City Clerk

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

Email: clerk.electionsnclacity.org

Department of Neighborhood Empowerment

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

Email: NCSupport@lacity.org

1. WHO IS INVOLVED IN NC ELECTIONS

1.1 The Office of the City Clerk (City Clerk)

The City Clerk will serve as the primary Election Administrator for the 2021 NC Elections.

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

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

1.2 City Clerk Election Administrators (EAs)

City Clerk staff will serve as Election Administrators (EAs) for the 2021 NC Elections. Throughout the election year, EAs will be responsible for the following tasks:

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

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

1.3 Additional City Clerk Duties

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

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

1.4 Department of Neighborhood Empowerment (EmpowerLA)

EmpowerLA is the City Department responsible for promoting civic engagement and supporting NCs in their mission to make municipal government more responsive to local needs. EmpowerLA's NC Advocates help to connect NCs and City government by holding workshops and training on public engagement for both NCs and City staff. NC Advocates also provide NCs with support in organizing and running meetings and coach Board Members on how to work with the City to advocate for their communities.

During this NC election cycle, EmpowerLA will be responsible for coordinating election outreach and candidate recruitment with each NC.

1.5 Neighborhood Councils (NCs)

NCs are volunteer(s), unpaid elected officials, who serve on Boards to monitor the delivery of City services to their communities and its stakeholders as well as present budget priorities to the Mayor and City Council. NCs advocate for their communities on important issues like planning and land use, homelessness, and emergency preparedness.

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

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

1.6 Stakeholders

NC participation is open to all stakeholders. Stakeholders are those who live, work or own property in the neighborhood or who declare a stake in their neighborhood as a community interest stakeholder. The latter is defined as a person that has involvement with a community organization within the NC's boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations.

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

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

2. NC ELECTION DATES

2.1. Regional Election Assignments and Timelines

All NC Elections will take place between March and June in 2021. As in previous NC elections, NCs will be assigned to geographical regions, in groups of six to ten NCs, and the groups within that region will hold their elections on the same day.

1. Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email. Office hours may change depending on implementation of City furloughs.
2. When a deadline falls on a Saturday, Sunday, or a religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.

For more information on your NC's election region and election date, please refer to **Attachment A: 2021 Neighborhood Council Regional Election Schedule**.

For more information on your NC's regional election timeline, which includes important election deadlines, please refer to [Attachment B: 2021 NC Election Timeline](#).

3. THE CANDIDATE FILING PROCESS

3.1 Candidate Filing Information - First Steps

The City of Los Angeles encourages all stakeholders to participate in the 2021 NC Elections. If you are interested in running for a NC board seat, please consider taking the following steps:

1. Find out which NC you belong to. To find your NC, please enter your qualifying address here: neighborhoodinfo.lacity.org.
2. Attend your local NC meeting and subscribe to your NC's Early Notification System to receive your NC's meeting agendas here: [NC's Early Notification System](#)
3. Review your NC's Bylaws to understand your NC's board seat qualifications. It is the candidate's responsibility to know and select the seat they are running for. Board seat qualifications are defined in [Article V \(Governing Board\)](#) and [Attachment B \(Governing Board Structure and Voting\)](#) in all NC Bylaws. All current NC Bylaws can be found on [EmpowerLA's website](#) at: [NC Bylaws](#).
4. Review your NC's election timeline in [Attachment B: 2021 NC Election Timeline](#) or on the City Clerk's Election Division website at clerk.lacity.org/elections for more information on important deadlines.
5. Complete a Candidate Filing Application and provide the City Clerk with all of the information and documentation required for candidate certification. Once certified, all candidates will be expected to review and adhere to the Candidate Guidelines below ([3.12 Candidate Guidelines](#)).

3.2 The Right to Run for a NC Board Seat

Stakeholders cannot be denied the opportunity to run for a Board seat for which they hold stakeholder status unless otherwise prohibited by a NC's Bylaws (e.g. term limits, age requirements).

3.3 The Candidate Filing Period

The candidate filing period will begin approximately 120 days before Election Day and will last for 45 days. All candidate filing and candidate challenge deadlines will end at 5:00 p.m., Pacific Standard Time.

3.4 Completing a Candidate Filing Application

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

Candidates can complete and submit a Candidate Filing Application online at _____ or obtain a paper application from the City Clerk's website. Paper applications may be submitted in person, by mail, email, or by fax at the following:

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

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

1. Neighborhood Council Name*;
2. Board Seat Name*;
3. Stakeholder Status (Live, Work, Own property, or Community Interest)*;
4. Name as it will appear on the Ballot*;
5. First and Last Name*;
6. Date of Birth;
7. Telephone Number;
8. Email Address;
9. Qualifying Address;
10. Mailing Address; and
11. A photo identification and any documentation necessary to establish board seat eligibility.

NOTE: If submitting a paper application, the candidate must also provide their signature.

***THIS INFORMATION IS CONSIDERED PUBLIC AND SUBJECT TO LIMITED DISCLOSURE. PERSONAL ADDRESS AND PHONE NUMBERS ARE NOT DISCLOSED.**

3.5 Qualifying Documentation

All candidates must submit identification and any applicable documentation to establish their eligibility for the board seat they are applying for. Candidates must submit all necessary documentation within three (3) days of the candidate filing deadline.

Since there is a wide variety of NC board seats, the documentation required to qualify for these seats vary. For an example of what type of documents may suffice, please refer to **Attachment C: 2021 NC Election Documentation Guide**.

All candidates must agree to the Candidate Board Service Acknowledgement and Affirmation prior to certification. **Attachment D: Candidate Board Service Acknowledgement and Affirmation**.

The City Clerk will review each Candidate Filing Application and applicable documentation to determine if the candidate meets the NC's board seat qualifications, as stated in the NC's Bylaws. Once certified, any documentation submitted by the candidate will be deleted from the City Clerk's candidate filing system.

CANDIDATES WHO DO NOT SUBMIT A CANDIDATE FILING APPLICATION, FAIL TO SUBMIT DOCUMENTATION, DO NOT MEET SPECIFIC BOARD SEAT REQUIREMENTS AND DO NOT ACKNOWLEDGE THE CANDIDATE BOARD SERVICE AFFIRMATION WILL NOT BE CERTIFIED.

3.6 The Neighborhood Council Candidate Filing Portal and Instructions

Candidates who wish to complete a Candidate Filing Application online **must** create a profile in the NC Candidate Filing Portal. To create a profile, candidates can access the NC Candidate Filing Portal at _____ and complete the following steps:

1. Click on the 'Create New Account' button and enter the following information:
 - a. First and Last Name
 - b. Email Address

2. An email will be sent to the candidate confirming registration. Candidates must then create a Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Example: **Password8\$**.
3. Click 'Submit'.

Once the password has been confirmed, candidates will automatically be returned to the NC Candidate Filing Portal, where they can sign in with their email and password to begin the Candidate Filing Application. When creating a new user profile, it is strongly suggested that candidates write down their login information. Candidates can reset their password by using the *Forgot Password* link.

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

3.7 Candidate Statement and Photo

Candidates will have the option of submitting a candidate statement and photograph, both of which will be posted on the City Clerk's website. Candidates may submit their optional statements and photographs up to seven (7) days before Election Day, however, please note that since voting begins 29 days before Election Day, it is to your benefit to submit your statement and photo as early as possible.

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

3.8 Write-In Candidates

There will be no write-in candidates for the 2021 NC Elections.

3.9 Running in Multiple Neighborhood Councils or for Multiple Board Seats

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

3.10 Candidate Withdrawal

Candidates who choose to withdraw their name from the ballot must do so no later than 65 days before Election Day, by clicking the *Withdraw* button in the Candidate Filing Portal. If a candidate filed a paper Candidate Filing Application, they must contact the City

Clerk to withdraw their name from the ballot. If a candidate withdraws from a contest, but wishes to run for another seat, they must refile through the Candidate Filing Portal or on a paper Candidate Filing Application no later than 75 days before Election Day.

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

3.11 Certified List of Candidates

The City Clerk will post the NC's Certified List of Candidates 60 days before Election Day. Candidate contact information, including a candidate's name, telephone number, and email address will be provided to EmpowerLA and their NC to notify candidates of any training, outreach, or candidate forum opportunities. A NC, if it so chooses, may ask candidates to participate in a Candidate Forum prior to Election Day. The City Clerk will not conduct or participate in any NC Candidate Forums.

3.12 Candidate Guidelines

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

1. Candidates must adhere to the guidelines prescribed in this Handbook and all other NC Election policies and procedures established by the City Clerk and EmpowerLA.
2. Candidates may not use City facilities, equipment, supplies, funds, or other City resources for **campaigning** activities.
3. Candidates may not use the City of Los Angeles Seal (logo) or Letterhead, the EmpowerLA logo, the City Clerk logo, the NC logo, or any other official NC designation created by EmpowerLA in candidate photos or any candidate campaign material, which can include items such as hats, t-shirts, buttons, or signs.
4. Candidates may not receive endorsements from the governing NC Board as a whole.
5. Candidates may receive endorsements from individual board members, acting as individual stakeholders.
6. Candidates may not post handbills on public property. Candidates must observe all handbill posting laws (**Attachment F: Los Angeles Municipal Code Sec. 28.00-28.04**).

7. Candidates may run as a slate on the condition that all participating candidates provide written consent to the slate organizer agreeing to participate.
8. Candidates should report any illegal or fraudulent activity to the City Clerk.
9. Candidates must immediately notify the City Clerk and NC if their qualifying stakeholder status changes prior to the election, which may result in disqualification from the board seat they are seeking.

A violation of these guidelines could result in disqualification of candidates per sections **3.14: The Candidate Challenge Period** and **3.15: Resolving Candidate Challenges**.

3.13 Board Affirmation and Loss of Quorum

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

In the event there are not enough candidates in a NC election or if any of the board seats do not have a competitive contest (two or more candidates) after the List of Certified Candidates has been released, the election for the given NC will be suspended and canceled. Any candidates that have been certified will be seated by EmpowerLA through the Department's prescribed Board Affirmation process.

If there are not enough candidates to meet a quorum of the board, EmpowerLA will use the Board of Neighborhood Commissioners' Loss of Quorum policy to seat a new board. For more information regarding this process, visit the EmpowerLA website at empowerla.org.

3.14 The Candidate Challenge Period

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

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

1. Name
2. Telephone Number
3. Email Address
4. A justification for the candidate challenge
5. Documentation supporting the challenge claim
 - a. Challenges filed without supporting documentation will not be accepted.

Please note that a challenger's name and justification for the candidate challenge is subject to public disclosure under the California Public Records Act (See [Section 8: Public Records Requests](#)). Supporting documentation is subject to limited disclosure.

Candidate challenges can first be submitted approximately 120 days before Election Day. The final day to submit a candidate challenge is 69 days before Election Day. The City Clerk must receive all candidate challenges by this deadline. All candidate filing challenges must be resolved 65 days before Election Day. Candidate challenges will not be reviewed until the challenged candidate has been certified. Candidate challenges, as they pertain to their eligibility, will not be accepted after the Candidate Challenge Period ends. Any other challenges related to candidates must be filed after Election Day. Please review [Attachment B: 2021 NC Election Timeline](#) for exact dates.

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

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Online Application: _____

Email: clerk.electionsnc@lacity.org

Fax: (213) 978-0376

3.15 Resolving Candidate Challenges

The City Clerk will review all candidate challenge submissions that meet the criteria above. If a candidate challenge is accepted, the City Clerk will notify the challenger, the candidate in question, and the affected NC.

Once a determination is made concerning the candidate challenge, the City Clerk will notify the challenger, the candidate in question, and the affected NC. If a candidate's certification is invalidated, and the document submission deadline (see [3.5 Qualifying Documentation](#)) has not passed, the candidate may provide additional documentation to support their eligibility claim.

If a candidate's certification is invalidated and the candidate does not provide additional documentation supporting their candidacy, the candidate will be disqualified.

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

4. VOTING ELIGIBILITY

4.1 Stakeholder Voting Eligibility

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

4.2 Voting Age

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

4.3 Self-Affirmation and Documentation Requirements

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

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

NCs that opt for a Documentation-Required verification method require voters to submit identification and documentation to corroborate their eligibility claim. Stakeholders who wish to participate in Documentation-Required NC elections may refer to [Attachment C: 2021 NC Election Documentation Guide](#) for more information.

5. VOTE-BY-MAIL OPERATIONS

5.1 Vote-By-Mail Application

Stakeholders interested in voting must complete a VBM application through an online portal or a paper application. The City Clerk will use this form to determine the voter's eligibility and which ballot(s) to issue to the voter.

When completing a VBM application, candidates must provide the following information:

1. Neighborhood Council Name;
2. First, Middle, and Last Name;
3. Qualifying information used to determine Stakeholder Status (Live, Work, Own property, or Community Interest);
4. Date of Birth;
5. Mailing Address;

6. If documentation is required, documentation must be provided proving stakeholder status (See [Attachment C: 2021 NC Election Documentation Guide](#));
7. If submitting a paper form, a candidate must also provide their signature.

A voter's information on the VBM application is subject to limited disclosure under the California Public Records Act. Please see [Section 8: Public Records Requests](#) below for more information.

Stakeholders who do not submit a VBM application, fail to submit documentation (if applicable), or who do not meet specific voter requirements will not receive a ballot.

5.2 Vote-By-Mail Period

The VBM application period will begin 60 days before Election Day. All VBM applications must be received 7 days prior to Election Day by 5:00 p.m., Pacific Standard Time.

Ballot(s) will be mailed to the voter beginning 29 days before Election Day. Please review [Attachment B: 2021 NC Election Timeline](#) for exact dates.

5.3 Neighborhood Council Vote-By-Mail Portal

Stakeholders who wish to complete a VBM application online must first create a profile in the NC VBM Portal. To create a profile, stakeholders can access the NC VBM Portal at _____ and complete the following steps:

1. Click on the 'Create New Account' button and enter the following information:
 - a. First and Last Name
 - b. Email Address
2. An email will be sent to the stakeholders confirming registration. Stakeholders will create a Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Example: **Password8\$**.
3. Click 'Submit'.

Once the password has been confirmed, stakeholders will automatically be returned to the NC VBM Portal, where they can sign in with their email and password to begin the VBM Application. When creating a new user profile, it is strongly suggested that stakeholders write down their login information. Voters can reset their password by using the *Forgot Password* link.

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

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

5.4 Completing a Vote-By-Mail Paper Application

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

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

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

5.5 Voting in Multiple Neighborhood Councils

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

5.6 Official Ballots

The City Clerk will conduct a random alphabetical drawing to determine in which order candidate names will appear on the ballot for all NC elections. The drawing will be posted on the City Clerk's livestream Youtube channel and included in the Election Division's webpage.

The City Clerk will be responsible for developing and printing the official ballots for all NC elections.

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

5.7 Replacement Ballots

In the event that a stakeholder does not receive a ballot, makes an error while voting the ballot, or receives the wrong ballot, the stakeholder must contact the City Clerk to request a replacement ballot. Once a ballot is reissued, the original ballot is voided.

5.8 Election Day Ballot Boxes

On Election Day, ballot boxes will be located within each NC to accommodate voters who were unable to mail their ballot. Ballot box locations and hours will be posted on the City Clerk's website at least 30 days prior to Election Day.

NOTE: Voters may designate an authorized agent to return ballots on their behalf. Voters must complete the "Authorized Agent" portion of the ballot return envelope.

5.9 Electioneering

Electioneering is strictly prohibited at the ballot box on Election Day. Individuals, candidates, organizations, or other entities cannot solicit a vote, or speak to a voter, media representative, observer, or other person on the subject of marking their ballot on Election Day within 100 feet of the ballot box. This includes the audible dissemination of information that advocates for or against a candidate on the ballot.

6. ELECTION RESULTS

6.1 Election Tally Location and Time

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

Office of the City Clerk – Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 375
Los Angeles, CA 90012

The tally process is open to the public for observation via livestream. Links to the livestreaming ballot tabulation will be available on the City Clerk's website.

6.2 The Tally Process

The City Clerk will tally ballots using high-speed scanners. In the event these scanners are unavailable for tally, the City Clerk will hand count NC ballots.

The City Clerk will post unofficial results up to five (5) business days after Election Day and official results up to sixteen (16) days after Election Day on the City Clerk's website at clerk.lacity.org/elections.

6.3 Recounts

Recounts will only be available if the vote margin is less than 1% for a specific contest. Requests must be from stakeholders who voted in the applicable NC election.

6.4 Tie Votes

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

6.5 Candidates Elected to Multiple Seats

Some NCs allow candidates to run for more than one board seat in an election. If a candidate is elected to multiple board seats, the candidate will be required to choose one board position no more than three (3) calendar days after the posting of the official results or from the day when any and all election recounts and challenges are resolved for the specific NC election, whichever date is later.

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

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

6.6 Election Challenges: Submitting an Election Challenge

Any stakeholder who voted in the applicable NC election may file an election challenge with the City Clerk no later than 5:00 p.m. on the business day after the unofficial results deadline. A form to submit a challenge is available on the City Clerk website, here _____.

All election challenge requests must meet the following requirements:

1. Identify basis for the challenge to the election;
2. Provide contact information of the person(s) issuing the challenge;
3. Provide all supporting documentation, including any witness statements (Please note that no statements will be accepted after a request is filed);

4. Ensure the supporting documentation demonstrates the challenge is not only valid, but the alleged offense made a difference in the outcome of the election. Challenges without such supporting documentation will not be accepted; and
5. Provide optional witness statements (up to three (3) statements are allowed).

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

6.7 Election Challenges: Acceptable Challenge Categories

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

6.8 Election Challenges: Processing Election Challenges

If the requirements are met, election challenges will be processed by the City Clerk and resolved by the Independent Grievance Panel. The Independent Grievance Panel will be composed of two (2) NC Stakeholders and one (1) staff member from the City Clerk's Office.

6.9 Election Challenges: Challenge Remedies

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

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

7. POST-ELECTION PROCEDURES

7.1 Seating Newly Elected Board Members

Newly-elected NC board members will be seated in accordance with their NC Bylaws or EmpowerLA procedures after the City Clerk has issued certified election results and all election challenges have been resolved. The incumbent board members will continue in their duly elected/appointed positions until the newly elected board members are seated.

The newly-elected board must be seated as a single unit. If one or more challenges to a single board seat have not been resolved, the rest of the board cannot be seated. Any board member seat(s) that is/are not filled through the election process will be deemed vacant when the new governing board takes office. Vacant seat(s) will be filled according

to the NC Bylaws. If less than a quorum of the board seats are filled, then the NC will fall under the Board of Neighborhood Commissioners' Loss of Quorum policy.

7.2 Stakeholder Registration Information

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

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

7.3 Election Records

The City Clerk will retain all NC election-related materials for a period of 90 days after the certification of election results for the last region.

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

1. Stakeholder Registration Forms (excluding stakeholder documentation) for any voters;
2. Candidate Filing Records (excluding candidate documentation); and
3. Ballots.

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

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

Thereafter, NC election-related materials will be destroyed in accordance with citywide records destruction guidelines.

8. PUBLIC RECORDS REQUESTS

8.1 The California Public Records Act

Under the California Public Records Act (CPRA), the public may request City records. Once a CPRA request is made, the City will have 10 calendar days to inform the requester

what can or cannot be disclosed (with explanation), time needed to fulfill the request, and any applicable fees. Please note an additional 14 calendar days to respond is permitted. Extensions may be required due to special circumstances.

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

8.2 Requesting a Public Record

Public record requests can be made either in writing (including e-mail) or orally. Although not required under the CPRA, the City Clerk encourages the public to use this public request portal: recordsrequest.lacity.org when submitting a public record request. This portal will help the City Clerk keep track of record requests and provide the public a record of previously published requests and records.

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

8.3 Public Record Requests - Candidate Filing Information

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

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

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

1. Date of Birth;
2. Telephone Number;

3. Email Address;
4. Mailing Address;
5. Qualifying Address;
6. Photo identification or any documentation necessary to establish board seat eligibility;
7. A candidate's signature, if applicable; and
8. Any identifying information as determined by the Office of the City Attorney.

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

8.4 Public Record Requests - Stakeholder Registration Information

VBM Applications are considered public information but are subject to limited disclosure under the CPRA. The following information is considered public information and subject to disclosure:

1. Neighborhood Council Name;
2. Stakeholder Type (Live, Work, Own Property, or Community Interest);
3. First and Last Name; and
4. Staff notes made regarding the application.

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

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

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

Please note that non-residential addresses must be disclosed and that completed Stakeholder Registration Forms may only be requested after the official tally is complete for a given NC election to ensure critical documents are available for use by staff when needed. This is to avoid any interference with the election process or the possibility of duplication and/or fraud.

8.5 Public Record Requests - Election Challenges

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. However, a challenger's private contact information may be protected from disclosure as well as any documentation submitted by a challenger to support his or her challenge.

8.6 Public Record Requests - Other Election Materials

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

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



2021 NEIGHBORHOOD COUNCIL ELECTIONS REGIONAL ELECTION SCHEDULE



REGION 5	REGION 6	REGION 7
<p>Tuesday, March 16 Central Hollywood East Hollywood Greater Wilshire Hollywood Hills West Hollywood Studio District Hollywood United Mid-City West P.I.C.O.</p>	<p>Tuesday, March 23 Arts District Little Tokyo Downtown Los Angeles Olympic Park Pico Union Westlake North Westlake South Wilshire Center-Koreatown</p>	<p>Tuesday, April 6 Atwater Village Elysian Valley Riverside Echo Park Los Feliz Rampart Village Silver Lake</p>
REGION 8	REGION 1	REGION 2
<p>Tuesday, April 13 Arroyo Seco Boyle Heights Eagle Rock Glassell Park Greater Cypress Park Hermon Historic Highland Park LA-32 Lincoln Heights</p>	<p>Tuesday, April 20 Arleta Foothill Trails District Mission Hills North Hills East Pacoima Panorama City Sun Valley Area Sunland-Tujunga Sylmar</p>	<p>Tuesday, April 27 Granada Hills North Granada Hills South North Hills West Northridge East Northridge West Porter Ranch</p>
REGION 3	REGION 4	REGION 9
<p>Tuesday, May 4 Canoga Park Encino Reseda Sherman Oaks Tarzana West Hills Winnetka Woodland Hills-Warner Center</p>	<p>Tuesday, May 11 Greater Toluca Lake Greater Valley Glen NoHo North Hollywood North East North Hollywood West North Westwood Studio City Valley Village Van Nuys</p>	<p>Tuesday, May 18 CANN DU Central Alameda Empowerment Congress Southeast Empowerment Congress Southwest South Central Voices Watts Zapata-King</p>
REGION 10	REGION 11	REGION 12
<p>Tuesday, May 25 Empowerment Congress Central Empowerment Congress North Empowerment Congress West Mid City Park Mesa Heights United Neighborhoods West Adams</p>	<p>Tuesday, June 8 Bel Air-Beverly Crest Del Rey Mar Vista Palms South Robertson Venice Westchester/Playa</p>	<p>Tuesday, June 15 Central San Pedro Coastal San Pedro Harbor City Harbor Gateway North Harbor Gateway South Northwest San Pedro Wilmington</p>

These NCs will not be taking part in the 2021 NC Elections:

Chatsworth, Historic Cultural North, Lake Balboa, MacArthur Park, Northridge South, West Los Angeles-Sawtelle, Westside, and Westwood.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.



2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

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

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

1. A photo identification;
2. Proof of age;
3. A document or documents proving that they meet specific stakeholder requirements.

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

DRAFT

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

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

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

If a NC requires that you both live and own your place of residence, please refer to the Homeowner Category in this guide for more information.

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF RESIDENCE

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

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

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF RENTER STATUS

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

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

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF HOMELESS STATUS

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

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

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

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

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF HOME OWNERSHIP

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

- Mortgage statement or deed;
- Homeowner's insurance documentation;
- Los Angeles (L.A.) County property tax bill;
- Homeowner's Association bill or letter;
- County Assessor Parcel Information

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU WORK IN THE NC...

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF EMPLOYMENT

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU OWN A BUSINESS IN THE NC...

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF BUSINESS OWNERSHIP

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU OWN REAL PROPERTY IN THE NC...

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF PROPERTY OWNERSHIP

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

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

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU PARTICIPATE IN A NC AS A COMMUNITY INTEREST STAKEHOLDER...

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

EXAMPLES OF A PHOTO ID

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

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF COMMUNITY INTEREST

All documentation provided must, to a reasonable extent, show the stakeholder's involvement in the community, the stakeholder's name, and the address of the organization, business, school, etc. in which the stakeholder is involved within the NC.

- Personal business card, membership card or participation certificate;
- Receipt of membership dues;
- Staff/membership roster;
- Letter on official letterhead from school; church; or organization stating that you have a substantial & ongoing participation (see page 10 for a sample letter); or
- Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU PARTICIPATE IN A NC AS A YOUTH OR SENIOR STAKEHOLDER...

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

EXAMPLES OF A PHOTO ID

- A driver's license or state identification card;
- A passport; or
- A picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- A driver's license or state identification card;
- A passport;
- Birth Certificate;
- Senior pass or discount card;
- Medicare card;
- Senior or youth organization membership card (with birthdate or age); or
- School identification card (with birthdate or age).

EXAMPLES OF PROOF OF STAKEHOLDER STATUS

If additional proof of senior or youth-based participation in a NC is required, please refer to the examples of documentation listed in this guide.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. The organization's letterhead;
2. Date;
3. Name of Stakeholder;
4. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.);
5. Duration of the stakeholder's participation in the organization;
6. Contact information of the person writing the letter (if it does not appear in the letterhead);
7. Local address of the organization (if it does not appear in the letterhead);
8. Statement that the organization considers the stakeholder to be a substantial and ongoing participant in your organization; and
9. The organization representative's original signature, full printed name, and title.

Sample Text:

Date

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

To Whom It May Concern:

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

Sincerely,
[Signature]
Full name
Title

2021 Neighborhood Council Election Timeline

Election Dates

Region 5	Tuesday, March 16, 2021
Region 6	Tuesday, March 23, 2021
Region 7	Tuesday, April 6, 2021
Region 8	Tuesday, April 13, 2021
Region 1	Tuesday, April 20, 2021
Region 2	Tuesday, April 27, 2021
Region 3	Tuesday, May 4, 2021
Region 4	Tuesday, May 11, 2021
Region 9	Tuesday, May 18, 2021
Region 10	Tuesday, May 25, 2021
Region 11	Tuesday, June 8, 2021
Region 12	Tuesday, June 15, 2021

Revised: 9/24/20

Region 5 Election Timeline

Election Day: March 16, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	November 13, 2020
Candidate Challenge Period Begins	E-123	Friday	November 13, 2020
Candidate Filing Period Ends	E-78	Monday	December 28, 2020
Documentation Deadline for Candidates	E-75	Thursday	December 31, 2020
Candidate Challenge Period Ends	E-70	Tuesday	January 5, 2021
Deadline to Resolve Candidate Challenges	E-67	Friday	January 8, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 10, 2021
Deadline to Announce Board Affirmation	E-64	Monday	January 11, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	January 15, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	January 15, 2021
Ballot Mailing Period Begins	E-29	Monday	February 15, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 9, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 9, 2021
Election Day	0	Tuesday	March 16, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 17, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	March 19, 2021
Unofficial Results Due	E+7	Tuesday	March 23, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	March 24, 2021
Challenge Resolution Deadline	E+14	Tuesday	March 30, 2021 ¹
Official Results Due/Certification Deadline	E+16	Thursday	April 1, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 6 Election Timeline

Election Day: March 23, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	November 21, 2020
Candidate Challenge Period Begins	E-122	Saturday	November 21, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 5, 2021
Documentation Deadline for Candidates	E-74	Friday	January 8, 2021
Candidate Challenge Period Ends	E-69	Wednesday	January 13, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 17, 2021
Deadline to Resolve Candidate Challenges	E-63	Tuesday	January 19, 2021 ¹
Deadline to Announce Board Affirmation	E-63	Tuesday	January 19, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	January 22, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	January 22, 2021
Ballot Mailing Period Begins	E-29	Monday	February 22, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 16, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 16, 2021
Election Day	0	Tuesday	March 23, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 24, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	March 26, 2021
Unofficial Results Due	E+8	Wednesday	March 31, 2021 ³
Recount/Challenge Filing Period Deadline	E+9	Thursday	April 1, 2021
Challenge Resolution Deadline	E+14	Tuesday	April 6, 2021
Official Results Due/Certification Deadline	E+16	Thursday	April 8, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.
2. Ballots must be postmarked by Election Day and received within three business days.
3. Deadline was extended due to a Holiday.

Region 7 Election Timeline

Election Day: April 6, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 5, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 5, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 19, 2021
Documentation Deadline for Candidates	E-74	Friday	January 22, 2021
Candidate Challenge Period Ends	E-69	Wednesday	January 27, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 31, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 1, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 1, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 5, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 5, 2021
Ballot Mailing Period Begins	E-29	Monday	March 8, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 30, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 30, 2021
Election Day	0	Tuesday	April 6, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 7, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 9, 2021
Unofficial Results Due	E+7	Tuesday	April 13, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 14, 2021
Challenge Resolution Deadline	E+13	Monday	April 19, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	April 21, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 8 Election Timeline

Election Day: April 13, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 12, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 12, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 26, 2021
Documentation Deadline for Candidates	E-74	Friday	January 29, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 3, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 7, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 8, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 8, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 12, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 12, 2021
Ballot Mailing Period Begins	E-29	Monday	March 15, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 6, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 6, 2021
Election Day	0	Tuesday	April 13, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 14, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 16, 2021
Unofficial Results Due	E+7	Tuesday	April 20, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 21, 2021
Challenge Resolution Deadline	E+13	Monday	April 26, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	April 28, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 1 Election Timeline

Election Day: April 20, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 19, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 19, 2020
Candidate Filing Period Ends	E-77	Tuesday	February 2, 2021
Documentation Deadline for Candidates	E-74	Friday	February 5, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 10, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 14, 2021
Deadline to Resolve Candidate Challenges	E-63	Tuesday	February 16, 2021 ¹
Deadline to Announce Board Affirmation	E-63	Tuesday	February 16, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 19, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 19, 2021
Ballot Mailing Period Begins	E-29	Monday	March 22, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 13, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 13, 2021
Election Day	0	Tuesday	April 20, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 21, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 23, 2021
Unofficial Results Due	E+7	Tuesday	April 27, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 28, 2021
Challenge Resolution Deadline	E+13	Monday	May 3, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 5, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 2 Election Timeline

Election Day: April 27, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 26, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 26, 2020
Candidate Filing Period Ends	E-77	Tuesday	February 9, 2021
Documentation Deadline for Candidates	E-74	Friday	February 12, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 17, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 21, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 22, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 22, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 26, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 26, 2021
Ballot Mailing Period Begins	E-29	Monday	March 29, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 20, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 20, 2021
Election Day	0	Tuesday	April 27, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 28, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 30, 2021
Unofficial Results Due	E+7	Tuesday	May 4, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 5, 2021
Challenge Resolution Deadline	E+13	Monday	May 10, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 12, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 3 Election Timeline

Election Day: May 4, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 2, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 2, 2021
Candidate Filing Period Ends	E-77	Tuesday	February 16, 2021
Documentation Deadline for Candidates	E-74	Friday	February 19, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 24, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 28, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 1, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 1, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 5, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 5, 2021
Ballot Mailing Period Begins	E-29	Monday	April 5, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 27, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 27, 2021
Election Day	0	Tuesday	May 4, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 5, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 7, 2021
Unofficial Results Due	E+7	Tuesday	May 11, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 12, 2021
Challenge Resolution Deadline	E+13	Monday	May 17, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 19, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 4 Election Timeline

Election Day: May 11, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 9, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 9, 2021
Candidate Filing Period Ends	E-77	Tuesday	February 23, 2021
Documentation Deadline for Candidates	E-74	Friday	February 26, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 3, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 7, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 8, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 8, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 12, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 12, 2021
Ballot Mailing Period Begins	E-29	Monday	April 12, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 4, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 4, 2021
Election Day	0	Tuesday	May 11, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 12, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 14, 2021
Unofficial Results Due	E+7	Tuesday	May 18, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 19, 2021
Challenge Resolution Deadline	E+13	Monday	May 24, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 26, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

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1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 9 Election Timeline

Election Day: May 18, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 16, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 16, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 2, 2021
Documentation Deadline for Candidates	E-74	Friday	March 5, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 10, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 14, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 15, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 15, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 19, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 19, 2021
Ballot Mailing Period Begins	E-29	Monday	April 19, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 11, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 11, 2021
Election Day	0	Tuesday	May 18, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 19, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 21, 2021
Unofficial Results Due	E+7	Tuesday	May 25, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 26, 2021
Challenge Resolution Deadline	E+14	Tuesday	June 1, 2021 ¹
Official Results Due/Certification Deadline	E+16	Thursday	June 3, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

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1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 10 Election Timeline

Election Day: May 25, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 23, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 23, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 9, 2021
Documentation Deadline for Candidates	E-74	Friday	March 12, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 17, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 21, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 22, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 22, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 26, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 26, 2021
Ballot Mailing Period Begins	E-29	Monday	April 26, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 18, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 18, 2021
Election Day	0	Tuesday	May 25, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 26, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 28, 2021
Unofficial Results Due	E+8	Wednesday	June 2, 2021 ³
Recount/Challenge Filing Period Deadline	E+9	Thursday	June 3, 2021
Challenge Resolution Deadline	E+14	Tuesday	June 8, 2021
Official Results Due/Certification Deadline	E+16	Thursday	June 10, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

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1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.
2. Ballots must be postmarked by Election Day and received within three business days.
3. Deadline was extended due to a Holiday.

Region 11 Election Timeline

Election Day: June 8, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	February 6, 2021
Candidate Challenge Period Begins	E-122	Saturday	February 6, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 23, 2021
Documentation Deadline for Candidates	E-74	Friday	March 26, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 31, 2021
Candidate Withdrawal Deadline	E-65	Sunday	April 4, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	April 5, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	April 5, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	April 9, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	April 9, 2021
Ballot Mailing Period Begins	E-29	Monday	May 10, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	June 1, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	June 1, 2021
Election Day	0	Tuesday	June 8, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 9, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	June 11, 2021
Unofficial Results Due	E+7	Tuesday	June 15, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	June 16, 2021
Challenge Resolution Deadline	E+13	Monday	June 21, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	June 23, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 12 Election Timeline

Election Day: June 15, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	February 13, 2021
Candidate Challenge Period Begins	E-122	Saturday	February 13, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 30, 2021
Documentation Deadline for Candidates	E-74	Friday	April 2, 2021
Candidate Challenge Period Ends	E-69	Wednesday	April 7, 2021
Candidate Withdrawal Deadline	E-65	Sunday	April 11, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	April 12, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	April 12, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	April 16, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	April 16, 2021
Ballot Mailing Period Begins	E-29	Monday	May 17, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	June 8, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	June 8, 2021
Election Day	0	Tuesday	June 15, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 16, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	June 18, 2021
Unofficial Results Due	E+7	Tuesday	June 22, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	June 23, 2021
Challenge Resolution Deadline	E+13	Monday	June 28, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	June 30, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

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1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.