2023 NEIGHBORHOOD COUNCIL ELECTION INFORMATION WORKSHEET

Please use this form to provide the Office of the City Clerk with your Neighborhood Council's (NC) preferred polling place, poll hours, and translation needs for the 2023 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the 2023 Neighborhood Council Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **AUGUST 1, 2022**, the City Clerk will use the poll hours, polling place preference, and translation requests established for the 2019 Neighborhood Council Elections.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY AUGUST 1, 2022

1 **NEIGHBORHOOD COUNCIL:** _____

2 **POLL HOURS –** Select a 4 or 6 hour window between the hours of 9:00 a.m. and 8:00 p.m. to conduct your at-poll election.

_____:_____ am/pm **TO** _____:_____ am/pm
START TIME END TIME

3 **POLLING LOCATION –** Provide one polling place within your NC boundaries to conduct your election and an alternative location in the event the first location is unavailable. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. If no location is selected, the City Clerk will first select the location used during the 2019 NC Elections or select a new location.

The City Clerk has budgeted $150 per Neighborhood Council for costs associated with the recruitment of a polling location. In the event the cost to use the preferred location exceeds $150, Neighborhood Councils will be required to pay the additional expenses.

Note: Please do not publicize the polling location before the City Clerk confirms the facility will be used for the election. NCs will be notified once a polling location is confirmed.

Facility Name:_____

Address:_____

Location Contact Information:

_____
Contact Name Phone Email

Have you made contact with this location regarding the election? (Optional) ☐ YES ☐ NO

Alternate Facility Name:_____

Address:_____

Location Contact Information:

_____
Contact Name Phone Email

Have you made contact with this location regarding the election? (Optional) ☐ YES ☐ NO

For more information, please contact the Office of the City Clerk - Election Division at
(213) 978-0444 or at clerk.electionsnc@lacity.org

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TRANSLATIONS – Specify language needs for your NC. The following documents will automatically be translated into Spanish, Korean, and Chinese and made available upon request. Neighborhood Councils may be required to contribute an unspecified amount for each additional language. Payment will vary based on language request.

Candidate Filing Form:_____
Specify requested language(s)

Voter Registration Form:_____
Specify requested language(s)

Polling Place Interpreter:_____
Specify requested language(s)

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NC ELECTION BOARD CONTACT INFORMATION

Election or Outreach Committee Chair:_____
Name Phone Email

Secondary Contact:_____
Name Phone Email

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:_____

President/Chair:_____
Name Signature Phone Email