

HOW TO VOTE CHECKLIST

1. Must apply for ballot and verify Stakeholder eligibility between April 9 and June 1, 2021

OPTION A: create an online account to complete application and upload supporting documents*

visit: <https://clerkappsele.lacity.org/NCElection/voter/login>

OPTION B: use attached voter application or download at the following locations

visit: MarVista.org/election (bottom of page) or

<https://clerk.lacity.org/elections/neighborhood-council-elections/vote-by-mail-application>

submit completed application with supporting documents* via mail, email, or fax

MAILING ADDRESS

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

EMAIL ADDRESS

Clerk.ElectionsNC@LACity.org

If materials are legible, photos of the completed application and supporting documents are acceptable

FAX NUMBER

213-978-0376

2. Receive ballot via USPS mail AFTER May 10

City Clerk will mail appropriate ballot after verifying Stakeholder eligibility

3. Completed ballot MUST BE POSTMARKED no later than June 8 and received by June 18

Ballot dropbox open from 9am on Friday, June 4 till 8pm on Tuesday, June 8, 2021

As of March 30, 2021, location still to be determined; when finalized, location will be posted online (MarVista.org/election) and on media accounts.

**supporting documents are listed on MarVista.org/election, see "Qualifying Documentation For Stakeholder Status"*

QUESTIONS OR CONCERNS - CALL 213-978-0444 or 888-873-1000



2021 Neighborhood Council (NC) Elections

Vote-By-Mail (VBM) Application



IMPORTANT: To qualify to receive a ballot, you must complete a VBM Application using the online portal at clerk.lacity.org/elections, or **return this completed application to the address provided at the bottom. Incomplete applications will not be processed.** Complete applications must have all of the required information (*) included. The last day to apply for a VBM ballot is seven (7) days prior to the election, see the 2021 Neighborhood Council Timeline for specific deadlines. Some of the information on the VBM Application is subject to the California Public Records Act, see 2021 Neighborhood Council Election Handbook section 8.4 for more information.

Questions/Concerns? Call 213-978-0444

1	<p>*PRINT VOTER INFORMATION – Please print clearly.</p> <p>First Name: _____ Middle Name: _____ Last Name: _____</p> <p>Birthdate: ___/___/___ Phone Number: (____) _____ Email: _____</p>			
2	<p>*ESTABLISH YOUR STAKEHOLDER STATUS – Place an “X” in the appropriate box below.</p> <p>I qualify to vote in _____ Neighborhood Council because:</p> <p><input type="checkbox"/> I am a resident of the Neighborhood Council and live at: Address: _____ City: _____ Zip: _____</p> <p><input type="checkbox"/> I own a business or work within the Neighborhood Council at: Name of Business or Work Place: _____ Address: _____ City: _____ Zip: _____</p> <p><input type="checkbox"/> I own real property in the Neighborhood Council at: Address: _____ City: _____ Zip: _____</p> <p><input type="checkbox"/> I have a community interest at a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC’s boundaries. A for-profit entity shall not qualify as a Community Organization: Name of Organization: _____ Address: _____ City: _____ Zip: _____</p>			
3	<p>*MAIL MY BALLOT TO (please provide mailing address if different from above, including service provider, if applicable):</p> <p>Address: _____ Apt #: _____ City: _____ Zip: _____</p>			
4	<p>*SIGN DOCUMENT: I, the undersigned, declare under penalty of perjury that the above statements are true and correct:</p> <p>Signature: _____ Date: _____</p>			
5	<p>I designate the following agent to return my VBM application on my behalf.</p> <p>_____</p> <p style="text-align: center;">Print Name of Authorized Agent Signature of Authorized Agent</p>			
<p>This application must be received at least seven days prior to Election Day. Return your completed forms using one of the following 3 options:</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p>1. Mail Application to: Office of the City Clerk - Election Division 555 Ramirez Street, Space 300 Los Angeles, CA 90012</p> </td> <td style="width: 10%; text-align: center; border: none; vertical-align: middle;">OR</td> <td style="width: 40%; border: none; vertical-align: top;"> <p>2. Email: clerk.electionvbm@lacity.org 3. Fax: (213) 978-0376</p> </td> </tr> </table> <p style="text-align: center; color: red;">Each option requires sending supporting documents with application.</p>		<p>1. Mail Application to: Office of the City Clerk - Election Division 555 Ramirez Street, Space 300 Los Angeles, CA 90012</p>	OR	<p>2. Email: clerk.electionvbm@lacity.org 3. Fax: (213) 978-0376</p>
<p>1. Mail Application to: Office of the City Clerk - Election Division 555 Ramirez Street, Space 300 Los Angeles, CA 90012</p>	OR	<p>2. Email: clerk.electionvbm@lacity.org 3. Fax: (213) 978-0376</p>		
<p>TO BE COMPLETED BY VBM STAFF</p> <p>List document(s) provided (if applicable): _____</p> <p style="text-align: right;">Exp. date (if applicable): _____</p> <p>Entered by: _____ Date: _____</p>				

***Required Information**



2021 NEIGHBORHOOD COUNCIL ELECTIONS



VOTE-BY-MAIL APPLICATION INSTRUCTIONS

Step 1: Write your first, middle, and last name; birthdate; phone number, and/or email address.

Step 2: Write the Neighborhood Council's (NC) name and place an X in the box next to your stakeholder status to establish your eligibility to vote in the NC (*address must be located within the NC boundary or District, Area, etc., within the NC boundary*).



Example A:

I qualify to Vote in (NC Name) because **I am a resident** and live at (Street Address, City, and Zip Code).



Example B:

I qualify to Vote in (NC Name) because **I own a business or work** within the NC at (Street Address, City, and Zip Code).



Example C:

I qualify to Vote in (NC Name) because **I own real property** in the NC at (Street Address, City, and Zip Code).



Example D:

I qualify to Vote in (NC Name) because **I have a community interest** at (Community Organization Name) located at (Street Address, City, and Zip Code).

Step 3: Provide a mailing address where you would like your ballot mailed to (*if different from the address above*).

Step 4: Sign and date the application.

Step 5: To designate someone to return your ballot on your behalf, have that person print and sign their name in this area, if applicable.

Return your Vote-By-Mail (VBM) application by:

Mail: Office of the City Clerk - Election Division 555 Ramirez Street,
Space 300, Los Angeles, CA 90012

Email: clerk.electionvbm@lacity.org

Fax: (213) 978-0376

**For questions regarding the application process,
please contact our office at (213) 978-0444.**

City of Los Angeles, Office of the City Clerk | Neighborhood Council Elections



2021 NEIGHBORHOOD COUNCIL ELECTIONS



VOTE-BY-MAIL APPLICATION FAQs

What are Neighborhood Councils (NC)?

LA's 99 NCs form the grassroots level of the Los Angeles City government. The system was created to connect LA's diverse communities to City Hall. While NC board members are volunteers, they are public officials elected to office by the members of their community.

How do I find out more information about the Neighborhood Councils?

The Department of Neighborhood Empowerment (EmpowerLA) is responsible for promoting civic engagement and supporting NCs in their mission to make municipal government more responsive to local needs. For more information about NCs, contact EmpowerLA at (213) 978-1551 or EmpowerLA@LAcity.org

Where can I find more information about the NC VBM election process?

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.

How do I vote?

Due to public health and safety concerns as a result of the COVID-19 pandemic, the City Clerk is implementing an all Vote-By-Mail (VBM) voting model for all NC elections in 2021. You must complete a VBM Application to receive a ballot.

How do I apply to receive a VBM ballot?

- Complete and return the attached VBM paper application *or*
- Complete a VBM Application using the online portal at clerk.lacity.org/elections.

How do I qualify to vote?

To cast a ballot in an NC election, a voter must be 16 years of age or older and live, work, or own real property within the boundaries of the NC; or is a member or participates in a community organization within the boundaries of the NC. Voters aged 14 - 15 can vote if the NC has a youth ballot. Documentation proving stakeholder status in the NC may be required to vote in some NC elections.

When can I vote?

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 beginning 29 days before Election Day.

Is a phone number or email address required?

Although it is not required to provide a phone number or email address, staff may need to contact you in the event that further information or clarification is needed to process your VBM Application.

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:

Neighborhood Council name; stakeholder type (live, work, own property, or community interest); first and last name; and staff notes made regarding the application.

**For questions regarding the application process,
please contact our office at (213) 978-0444.**

City of Los Angeles, Office of the City Clerk | Neighborhood Council Elections



2021 Neighborhood Council ALL VOTE-BY-MAIL ELECTION FAQs



■ Why an all Vote-By-Mail election?

To ensure the health and safety of stakeholders during the COVID-19 pandemic, the City Council approved the City Clerk's recommendation and instructed our office to conduct all Vote-By-Mail Neighborhood Council (NC) Elections for 2021.

■ Since this election cycle is all Vote-By-Mail, can the elections for all NCs be conducted on the same day?

A same day election for all Neighborhood Council's is not possible with our current resources and budget allocation.

■ How do I apply to receive a ballot(s)?

You can apply to receive a ballot by:

- Completing a Vote-By-Mail application through our Vote-By-Mail portal;
- Completing and submitting a paper application; or
- Sending an email or photo of your application
 - including any required documentation.

After the application is received, we will verify your stakeholder eligibility and mail you the appropriate ballot.

■ How can I participate if I am homeless and do not have a mailing address?

We are working with various homeless organizations to use their facilities as authorized service providers to provide mail services and ensure homeless stakeholders are able to participate in Neighborhood Council elections.

■ What is the time period to apply for a Vote-By-Mail ballot?

The Vote-By-Mail application period starts 60 days prior to the Election Day for your region, and will last for up to 53 days. The last day to submit an application to receive a ballot is seven (7) days prior to Election Day.

■ What happens if I submit a Vote-By-Mail application but do not receive a ballot?

In the event that you do not receive a ballot or receive the incorrect ballot, contact our office to resolve any issues or to be reissued a replacement ballot.

Requests for a ballot replacement can also be submitted through our Vote-By-Mail portal.

■ How do I submit my ballot?

Ballots can be mailed to our office using the prepaid envelope provided in the ballot packet or taken to a ballot drop box location on Election Day.

■ What if I am unable to mail my ballot?

Ballot drop boxes will be made available on Election Day. The locations will be posted on our website at least 30 days prior to Election Day for each region.

■ How will I know if my ballot was received and was counted in the official election results?

Sign on to the Vote-By-Mail portal to check the status of your ballot or contact our office to confirm if your ballot was received.

■ What if my ballot is not received by the City Clerk by Election Day?

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

■ How can I observe the Election Tally?

The election tally will be livestreamed online. Information will be posted seven (7) days prior to the tally.