South Robertson Neighborhoods Council

2010 Candidate Filing Packet

THIS CANDIDATE FILING PACKET CONTAINS THE FOLLOWING:

☐ Candidate Filing Form
☐ Board Seat Descriptions
☐ Map
☐ Ballot Voting Model
☐ Candidate Statement
☐ List of Acceptable Forms of Documentation
☐ Candidate Guidelines
☐ Notice of Withdrawal
☐ Important Reminders

Return Checklist:

Please make sure to have the following required items ready when submitting your Candidate Filing Packet:

REQUIRED
☐ Completed Candidate Filing Form
☐ Two forms of documentation that confirm your stakeholder status for the Board seat you are seeking.

OPTIONAL
☐ Candidate Statement

For questions regarding acceptable forms of documentation for the position you are running for, please contact our office at (213) 978-0444 or (888) 873-1000.
ATTENTION: All candidates whose names will appear on the ballot must complete and submit this form with the Office of the City Clerk-Election Division by **February 10, 2010**. Any Candidate Filing Forms not submitted by close of business on February 10, 2010 will be considered Write-In Candidate Filing Forms. Write-In Candidate Filing Forms can be filed at the Office of the City Clerk-Election Division from **February 11, 2010 through March 12, 2010**. Any Candidate Filing Forms received after close of business on March 12, 2010 will not be processed. All candidates must provide documentation and any other applicable identification to establish their stakeholder status for the position for which they are applying by this deadline, otherwise their filing will not be complete. Refer to the List of Acceptable Forms of Documentation included in this packet. For more information regarding this form, please call (213) 978-0444.

### SOUTH ROBERTSON NEIGHBORHOODS COUNCIL 2010 Candidate Filing Form

**CANDIDATE INFORMATION**

(PLEASE PRINT CLEARLY)

First Name: _______________________ M.I.: _______ Last Name: _______________________

Street Address: __________________________ Zip Code: __________

Phone Number: ________________________ Email: __________________________

**STAKEHOLDER CATEGORY**

(PLEASE PRINT CLEARLY)

I AM A SOUTH ROBERTSON NEIGHBORHOODS COUNCIL STAKEHOLDER BECAUSE:

(Stakeholder status is based on the stakeholder status you select in this section.)

☐ I AM A RESIDENT OF THE NEIGHBORHOOD COUNCIL (NC) AND LIVE AT:

__ See address above

__ Street Address: __________________________ Zip: __________

☐ I OWN A BUSINESS IN THE NC AT: **OR** ☐ I WORK IN THE NC AT:

Name of Business or Place of Work: __________________________

Business Address: __________________________ Zip: __________

☐ I OWN PROPERTY IN THE NC AT:

Property Address: __________________________ Zip: __________

☐ I HAVE A VESTED INTEREST IN THE NC BASED ON THE FOLLOWING FACTUAL BASIS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

☐ OTHER: __________________________________________________________________

Address: __________________________________________________________________

☐ I QUALIFY FOR THE FOLLOWING NC BOARD CATEGORY:

• Please see the Board Seat Descriptions, Map and Ballot Voting Model to assist you in identifying the Board seat you are eligible to seek.

• You can run for no more than one Board seat.

(WRITE BOARD POSITION NAME HERE)

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:

Signature: ___________________________ Date: ________________

**TO BE FILLED OUT BY ELECTION DIVISION STAFF**

☐ Candidate ☐ Write-In Candidate

Documentation: (ID) __________________________ (STATUS) __________________________

Verified by (print): __________________________

Signature of Verifier: __________________________ Date: ________________
## SOUTH ROBERTSON NEIGHBORHOODS COUNCIL
### BOARD SEAT DESCRIPTIONS

The following chart contains information regarding board seats for this election.

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>QUALIFICATIONS TO RUN FOR THE SEAT</th>
<th>QUALIFICATIONS TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Zone 1 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 1 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Resident Zone 2 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 2 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Resident Zone 3 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 3 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Resident Zone 4 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 4 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Resident Zone 5 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 5 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>QUALIFICATIONS TO RUN FOR THE SEAT</td>
<td>QUALIFICATIONS TO VOTE FOR THE SEAT</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Resident Zone 6 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 6 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Zone 7 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 7 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 2 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Zone 8 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 8 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Zone 9 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 9 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 2 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Zone 10 Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a resident homeowner or tenant within Resident Zone 10 and who is at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Representatives</td>
<td>5</td>
<td>Elected</td>
<td>Stakeholders who own, operate, or work in a business or own business property or residential income property and who are at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>QUALIFICATIONS TO RUN FOR THE SEAT</td>
<td>QUALIFICATIONS TO VOTE FOR THE SEAT</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Organization Representatives</td>
<td>4</td>
<td>Elected</td>
<td>Stakeholders who officially represent organized groups of stakeholders where their participation on the board will further enhance the diversity and general representation of the board. Eligible organizations may include but are not limited to nonprofit, faith based, or service organizations and who are at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 2 years for the lowest vote getters Term: 4 years for the highest vote getters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At-Large Representatives</td>
<td>4</td>
<td>Elected</td>
<td>Stakeholders who live, work, own property, attend school, and/or are members of organizations and also those who declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 2 years for the lowest vote getters Term: 4 years for the highest vote getters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Representatives</td>
<td>2</td>
<td>Elected</td>
<td>Stakeholders who attend or work at schools in the council area and who are between 15 and 18 years of age at the time of the election.</td>
<td>Stakeholders who live, work, own property or declare a stake in the neighborhood and affirm a factual basis for it and who are at least 15 years of age at the time of the election.</td>
</tr>
<tr>
<td>Term: 2 years for the lowest vote getter Term: 4 years for the highest vote getter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This Ballot Voting Model is based on the bylaws and the Stipulations Language Worksheet for the Neighborhood Council and shall be used as the basis for distributing ballots on Election Day and as part of the Vote-By-Mail process.

The SORONC Ballot Voting Model has one (1) ballot type.

**SORONC BALLOT**

Stakeholders who live, work, or own property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it can vote for the following races:

- Resident Zone 1 Representative – Vote for one (1)
- Resident Zone 2 Representative – Vote for one (1)
- Resident Zone 3 Representative – Vote for one (1)
- Resident Zone 4 Representative – Vote for one (1)
- Resident Zone 5 Representative – Vote for one (1)
- Resident Zone 6 Representative – Vote for one (1)
- Resident Zone 7 Representative – Vote for one (1)
- Resident Zone 8 Representative – Vote for one (1)
- Resident Zone 9 Representative – Vote for one (1)
- Resident Zone 10 Representative – Vote for one (1)
- Business Representatives – Vote for up to five (5)
- Organization Representatives – Vote for up to four (4)
- At-Large Representatives – Vote for up to four (4)
- School Representatives – Vote for up to two (2)

**Summary:**

- The SORONC has 25 Board seats. All 25 are elected.
- Stakeholders will use **Self-Affirmation** as a means of establishing their stakeholder status.
- Minimum stakeholder voting age is 15.
- The SORONC Board has a staggered, four-year term.
- Candidates can run for no more than one Board seat.

Should you have any questions regarding this voting model, please call the City Clerk – Election Division at (213) 978-0444. For more Neighborhood Council election information, please visit our website at: http://cityclerk.lacity.org/election/ncdocs/website.pdf.
First Name:_______________________________________ Last Name:______________________________________

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:

Signature:____________________________________________________________________ Date:__________________

All candidates have the option of submitting a Candidate Statement as part of their Candidate Filing Packet. Every candidate must adhere to the following guidelines when submitting a Candidate Statement:

• Must fit in the designated area below;
• Must not exceed 150 word count limit;
• Must be at least 12-point font (if typed);
• Must be submitted no later than March 12, 2010; and,
• May not include any pictures, profanity or comments about any other candidate.

Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria. Candidate Statements will be posted on the City Clerk’s website and at the polling place on Election Day.
NEIGHBORHOOD COUNCIL ELECTION
LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of ID. Neighborhood Councils that have chosen “Self-affirmation” to identify stakeholders, will not require ID in order to vote.

RESIDENTIAL REPRESENTATIVE
The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council’s boundaries. Stakeholder will need to show one proof from List A, or two from List B. One of the IDs on List B must prove that you reside within the boundaries of the Neighborhood Council.

List A
- Valid CA Driver’s License
- Valid CA Identification Card

List B
- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- A copy of residential lease or rental agreement (contract)
- Los Angeles (LA) County Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner’s Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing tenant’s name and rental unit address
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof occupancy and tenancy

*Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat.*
BUSINESS.COMMERCIAL
The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council’s boundaries (if required to vote or run for a business/commercial representative). A stakeholder will need to show one proof from List A and one from List B or two from List B. One of the IDs on List B must prove that you work or own a business in the Neighborhood Council.

List A
- Valid CA Driver’s License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B
- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- California (CA) State Board of Equalization resale certificate showing name
- Business letterhead and business card showing name address of business
- Social Security Card
- Work permit
- Pay stub showing name and address of business
- Pay check showing name and business name
- A letter from employer verifying employment
- A letter from Business Improvement District (BID) with your address
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Current utility bill
- Magazine/newspaper subscriptions showing business address
- A website showing your business name and address
- Other similar documentation providing proof that stakeholder works/owns a business within the Neighborhood Council
RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS

The following forms of documentation shall be accepted as proof of employment/participation in Religious Institutions, Schools, and Community-Based Organizations such as non-profits, etc. A stakeholder will need to show one proof from List A and one from List B or two from List B. One of the IDs from List B must prove that you participate or work in a Community-Based Organization, School or Religious Institution in the Neighborhood Council.

**List A**

- Valid CA Driver’s License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

**List B**

- Pay stub showing name and address of institution and organization
- Pay check copy showing name and address of institution or organization
- Letter on letterhead from religious institution, educational institution, or Community organization (as applicable) stating the person is an active participant
- Business card from religious, educational or community based organizations
- Membership card or certificate with the institution/organization name and address
- Receipt of dues with the institution/organization name and address
- A church/synagogue/mosque flyer/weekly calendar/newsletter
- A printed copy of website showing you as a staff member (roster/picture)
- Other similar documentation providing proof that stakeholder works, owns and participates in the above-mentioned categories

MISCELLANEOUS GROUP SUCH AS VOLUNTEER/SERVICE GROUP

The following forms of documentation shall be accepted proof of employment, participation, and membership in a volunteer/service group. Stakeholder needs to show at least one picture ID to verify identity.

- Pay stub showing name and address of volunteer/service group
- Paycheck showing name and address of volunteer/service group
- A letter on letterhead from volunteer/service group or organization
- Membership card or certificate with the volunteer/service group or organization name and address
- Other similar documentation providing proof that stakeholder work or participates in a volunteer/service group or organization
DISTRICT/AREA/ZONE REPRESENTATIVE
The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) Stakeholder will need to show one Picture ID and a supplemental ID to prove that he/she is a stakeholder within the district/zone/area.

- Valid CA Driver’s License or Identification Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- Valid Passport
- Social Security Card
- A copy of residential lease or rental agreement (contract)
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner’s Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing tenant’s name and rental unit address
- A mailer from County or City Clerk
- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- Business letterhead or business card showing name address of business
- Pay stub or paycheck showing name and address of business
- A letter from employer verifying employment
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Magazine/newspaper subscriptions showing address
- A website showing your business name and address
- A letter on letterhead from an organization or institution stating that person is an active participant
- Receipt of dues with the institution/organization’s name and address
- Organization’s newsletter or flyer
- Souvenir from institution/organization with name and address
- Award or certificate given to you by the organization or institution with name and address
- Other similar documentation providing proof occupancy and tenancy
- Other similar documentation providing proof that stakeholder works/owns a business within the Neighborhood Council
- Other similar documentation that provides evidence that stakeholder participates in an organization, institution, or church in the district/area/zone of the Neighborhood Council
SENIOR REPRESENTATIVE

Age Specific Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). A stakeholder will need to show one proof from List A or two from List B.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport

List B

- Birth Certificate
- Senior pass
- Senior discount cards
- AARP membership cards
- Membership card for a senior center
- Medicare card
- Other similar documentation providing proof that stakeholder is a senior citizen

Participation Requirement Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves Seniors in order to vote or run for the Senior Seat. A stakeholder will need to show one proof from List A and one from List B or two from List B.

List A

- Valid CA Driver’s License
- Valid CA Identification Card
- Valid Passport
- Picture ID (work, school, club, credit card, etc.)

List B

- Pay stub showing name and address of senior service center
- Paycheck showing name and address of senior service center
- A letter on letterhead from senior service group or organization
- A letter on letterhead from Adult Day Health Care Center
- Business card with name and address of Adult Day Health Care Center
- Membership card or certificate with the senior service group or organization name and address
- Other similar documentation providing proof that stakeholder works or participates in a senior service group or organization
YOUTH REPRESENTATIVE

Age Specific Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. A stakeholder will need to show one proof from List A or two from List B. One of the IDs from List B must prove age.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport

List B

- Birth Certificate
- Valid picture ID (school, work, club, credit card, etc.)
- A letter from a Community Police Advisory Board (CPAB) in the area
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation evidencing that stakeholder is a youth

Participation Requirement Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. A stakeholder will need to show one proof from List A and one from List B or two from List B.

List A

- Valid CA Driver's License
- Valid CA Identification Card

List B

- Valid Passport
- Valid picture ID (school, work, gym, club, credit card, etc.)
- A letter from a CPAB in the area
- Business card from youth organization or group
- Pay stub from youth organization or group
- Pay check from youth organization or group
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation providing proof that stakeholder is a youth
PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE
First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of employment, participation, and membership in any of these areas. Stakeholder needs to show one Picture ID or two forms of ID to prove identity. At least one form of ID must show participation, employment or interest in an environmental organization.

- Picture ID (work ID, school ID, club ID, membership ID, etc.)
- Valid CA Driver's License or identification card
- Passport
- Membership card for an environmental organization
- Pay stub/pay check showing name and address of park/environmental group or organization
- A letter on letterhead from park/environmental group or organization
- Business card from park/environmental group or organization
- Certificate with the group/organization name and address
- Receipt of dues with the group/organization name and address
- Environmental magazine subscription with your name and address
- Other similar documentation providing proof that stakeholder works, participates or shows interest in an environmental group/organization

HORSE OWNER REPRESENTATIVE
First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of horse ownership. Stakeholder needs to show one Picture ID or two forms of ID to prove identity. At least one form of ID must prove horse ownership.

- Picture ID (work ID, school ID, club ID, gym ID, credit card, etc.)
- Valid CA Driver’s License
- Valid CA Identification Card
- Passport
- Membership card for a horse owners club
- Certificate of ownership
- A copy of a horse stable boarding agreement with owner’s name
- Receipt from veterinarian with owner’s name

AT-LARGE SEAT
A stakeholder within the NC’s boundaries may run or vote for this seat. For some NCs this seat may also be the Factual Basis Seat.

- Valid CA Driver’s License
- Valid CA Identification Card
- Picture ID (work ID, school, gym, club, credit card, etc.)
- Valid passport
- A copy of residential lease or rental agreement
- Social Security Card
- Los Angeles (LA) County Property Tax Bill
- Pay stub showing name and business name
- Paycheck showing name and business name
- Mortgage statement or rent receipt
- Current utility bill
☐ Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
☐ Any person who declares an interest on a factual basis on the neighborhood may run and vote for this seat

FACTUAL BASIS STAKEHOLDER SEAT
A stakeholder who declares a stake in the neighborhood and affirms the factual basis for it may run or vote for this seat.

☐ Valid CA Driver’s License
☐ Valid CA Identification Card
☐ Picture ID (work ID, school, gym, club, credit card, etc.)
☐ Valid passport
☐ Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
☐ Receipts from businesses within the neighborhood

HOMELESS REPRESENTATIVE
A stakeholder who is homeless within the neighborhood may run or vote for this seat.

☐ Valid CA Driver’s License
☐ Valid CA Identification Card
☐ A letter from shelter
☐ Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
☐ Receipts from businesses within the neighborhood
☐ Post Office Box Rental Agreement within NC and/or district boundaries

*Note: Voter and Candidates may be required to show more than one form of ID to verify eligibility as a stakeholder. The City of Los Angeles Office of the City Clerk, Election Division has sole discretion on the acceptability of the document presented. If a voter does not have proof of Stakeholder status, then the voter will vote provisionally.
The Office of the City Clerk – Election Division
2010 Neighborhood Council Election
Candidate Guidelines

1. You may run for any Neighborhood Council (NC) Board Seat if you meet the candidacy requirements for the seat you are seeking.

2. You shall not distribute Vote-By-Mail (VBM) Applications.

3. You shall not be involved in the collection of VBM Applications.

4. You shall not use the City of Los Angeles Seal, City of Los Angeles Letterhead, the Office of the City Clerk Seal, the Election Division Logo, the Department of Neighborhood Empowerment (DONE) Logo or any other official NC designation created by DONE.

5. You shall not receive endorsements from the governing board of the NC.

6. You may receive endorsements from individual board members, acting as individual stakeholders.

7. You shall not use City facilities, equipment, supplies or other City resources for campaigning activities.

8. You shall not engage in negative campaigning (“mudslinging”) during your campaign.


10. You shall not engage in electioneering.

11. You may ask questions about election procedure and observe the election process.

12. You may report any illegal or fraudulent activity to the City Clerk - Election Division.

13. You shall adhere to all NC Election policies established by the City Clerk - Election Division.

14. You shall notify the City Clerk - Election Division if your stakeholder status changes, thereby disqualifying you from the NC seat you are seeking.

Revised as of Thursday, December 03, 2009
NOTICE OF WITHDRAWAL

I, _____________________________, without qualification, hereby officially withdraw my candidacy for the ______________________ Board Position at the upcoming South Robertson Neighborhoods Council Election to be held on April 11, 2010.

I hereby authorize the Office of the City Clerk - Election Division to remove my name from the list of qualified candidates for the ______________________ Board Position of the South Robertson Neighborhoods Council.

Executed this _____ day of __________, 20____ at ______________, California.

_____________________________________(Signature of Candidate)

Note: A Notice of Withdrawal is effective when it is filed with the Office of the City Clerk - Election Division by the Candidate Withdrawal deadline, 60 days prior to the established Election Day for Candidates appearing on the ballot and 30 days prior to the established Election Day for Write-in Candidates. Return this completed form to: City Clerk - Election Division, 555 Ramirez Street, Space 300, Los Angeles, CA 90012 or via fax to: (213) 978-0376.
IMPORTANT REMINDERS

Please read the South Robertson Neighborhoods Council 2010 Election Procedures carefully for election rules and regulations. These are available for a fee upon request or can be downloaded from the City Clerk – Election Division website.

Candidate Filing Packets and all verifying forms of documentation must be received at the Election Division Office by 5:00 p.m. of the following dates:

- Candidate Filing Deadline: WEDNESDAY, FEBRUARY 10, 2010
- Write-in Candidate Filing Deadline: FRIDAY, MARCH 12, 2010

Candidate Statements must be received at the Election Division Office by 5:00 p.m. of the following date:

- Candidate Statement Deadline: FRIDAY, MARCH 12, 2010

Notice of Withdrawal must be received at the Election Division Office by 5:00 p.m. of the following dates:

- Candidate Withdrawal Deadline: WEDNESDAY, FEBRUARY 10, 2010
- Write-in Candidate Withdrawal Deadline: FRIDAY, MARCH 12, 2010

IMPORTANT CONTACT INFORMATION

ELECTION DIVISION MAILING ADDRESS
City of Los Angeles
Office of the City Clerk - Election Division
Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012

PHONE AND FAX NUMBERS
Phone: (213) 978-0444 or (888) 873-1000
Fax: (213) 978-0376

WEBSITE