

POLICY MOTION

COMMITTEE: Election and Bylaws Committee (E&B)

TITLE: Election Information Worksheet

PURPOSE: Each election year the City Clerk requests all NCs to complete an Election Information Worksheet, obtain Board approval and return the sheet to the City Clerk's office by a certain date. This year the date is August 1, 2022. This worksheet requests an in-person polling location with contact info, hours of operation, translation needs for languages other than Spanish, Korean or Chinese and NC contact information.

BACKGROUND:

In committee we reviewed the pros and cons of previous locations. The MVCC has only used 2 locations for in person voting in recent memory, the Mar Vista Farmers Market (MVFM) and the Mar Vista Recreation Center (MVRC). The Committee approved the MVRC as our polling location with a vote of 7-0-0. The rationale was centrally located, less crowded, ample parking, it's available for us Sunday, March 26, 2023, no cost, public transit (Dash buses have been made available in the past for NC elections), ADA compliant.

The time frame approved was 1pm-7pm with a vote of 7-0-0

Translation of listed documents is provided automatically by the city in Spanish, Korean or Chinese, other languages are available on request. Our website will convert to any language needed so we did not feel a need to request any specific other languages at this time.

THE MOTION:

The MVCC approves MVRC as the 2023 in-person polling location with poll hours of 1pm-7pm. The Chair or designee will sign and submit the completed Election Information Worksheet to the City Clerk by August 1, 2022.



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	<p>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.</p> <p>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.</p> <p>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.</p> <p>Facility Name: _____</p> <p>Address: _____</p> <p>Location Contact Information:</p> <p>_____</p> <table><thead><tr><th>Contact Name</th><th>Phone</th><th>Email</th></tr></thead></table> <p>Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO</p> <hr/> <p>Alternate Facility Name: _____</p> <p>Address: _____</p> <p>Location Contact Information:</p> <p>_____</p> <table><thead><tr><th>Contact Name</th><th>Phone</th><th>Email</th></tr></thead></table> <p>Have you made contact with this location regarding the election? (Optional) _____ YES _____ NO</p>	Contact Name	Phone	Email	Contact Name	Phone	Email
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4	<p>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.</p> <p>Candidate Filing Form: _____ Specify requested language(s)</p> <p>Voter Registration Form: _____ Specify requested language(s)</p> <p>Polling Place Interpreter: _____ Specify requested language(s)</p>
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5	<p>NC ELECTION BOARD CONTACT INFORMATION</p> <p>Election or Outreach Committee Chair: _____ Name Phone Email</p> <p>Secondary Contact: _____ Name Phone Email</p>
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NEIGHBORHOOD COUNCIL APPROVAL			
<p>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.</p>			
Date of Board Action: _____			
President/Chair: _____			
	Name	Signature	
		Phone	Email