2022 - 2023 ELECTIONS

Neighborhood Council candidate resources

NEIGHBORHOOD
COUNCILS
ELECTIONS

- **HOW TO APPLY TO RUN**
- **IMPORTANT DATES + DEADLINES**
- **HOW TO CREATE YOUR CAMPAIGN**

table of contents

info session materials

FAQ

Every question asked during every info session in this series is answered in this master FAQ:
http://tiny.cc/CandidateFAQ

SESSION RECORDINGS

Link to Zoom recordings of all info sessions (*except December 10):
http://tiny.cc/CandidateSessionVideos

CHAT TRANSCRIPTS

Zoom chat transcripts from every session in the series:
http://tiny.cc/CandidateSessionChat

important dates

APRIL 8

CANDIDATE APPLICATION DUE

Today is the final day to file to run on the City Clerk's website: **http://tiny.cc/CandidateApplications**

APRIL 11

SUPPORTING DOCUMENTS DUE

Documents proving your eligibility to be a candidate for your NC are due today via the Candidate Portal.

APRIL 25

STATEMENT & HEADSHOT DUE

Today is the last day to finalize your photo + personal statement for the City Clerk's candidate webpage.

APRIL 23

MAIL BALLOT REQUESTS OPEN

Vote-By-Mail ballots are available by request via the City Clerk's website: **http://tiny.cc/NCvoters**

JUNE 3

MAIL BALLOT REQUESTS CLOSE

Voters must request Vote-By-Mail ballots by this date, or else vote in person at the Election Day polls.

JUNE 22

ELECTION DAY

- Voting available today at in-person polls
- Vote-By-Mail ballots must be postmarked by this date or dropped off at today's polling place

2023 - REGION 4 - SE VALLEY

glossary

NC
Neighborhood Council

BOARD
Refers to a Neighborhood Council or to the elected members of an NC, who form its governing board

BOARD MEMBER
Neighborhood Council member

DONE / EMPOWERLA
The City of Los Angeles Department of Neighborhood Empowerment, primary support agency for LA's Neighborhood Council system. EmpowerLA oversees NC elections outreach.

CITY CLERK
The LA City Clerk's Elections Division oversees NC elections admin.

STAKEHOLDER
Someone who is served by an NC. This includes all who live, work, study, worship, or own property or a business within NC boundaries, as well as community interest stakeholders belonging to locally based service organizations meeting **criteria in the City Charter**.

about NCs

LA's **99 Neighborhood Councils** (NCs) are the grassroots arm of the Los Angeles City government. Members are elected by their communities and serve their terms of office as volunteers.
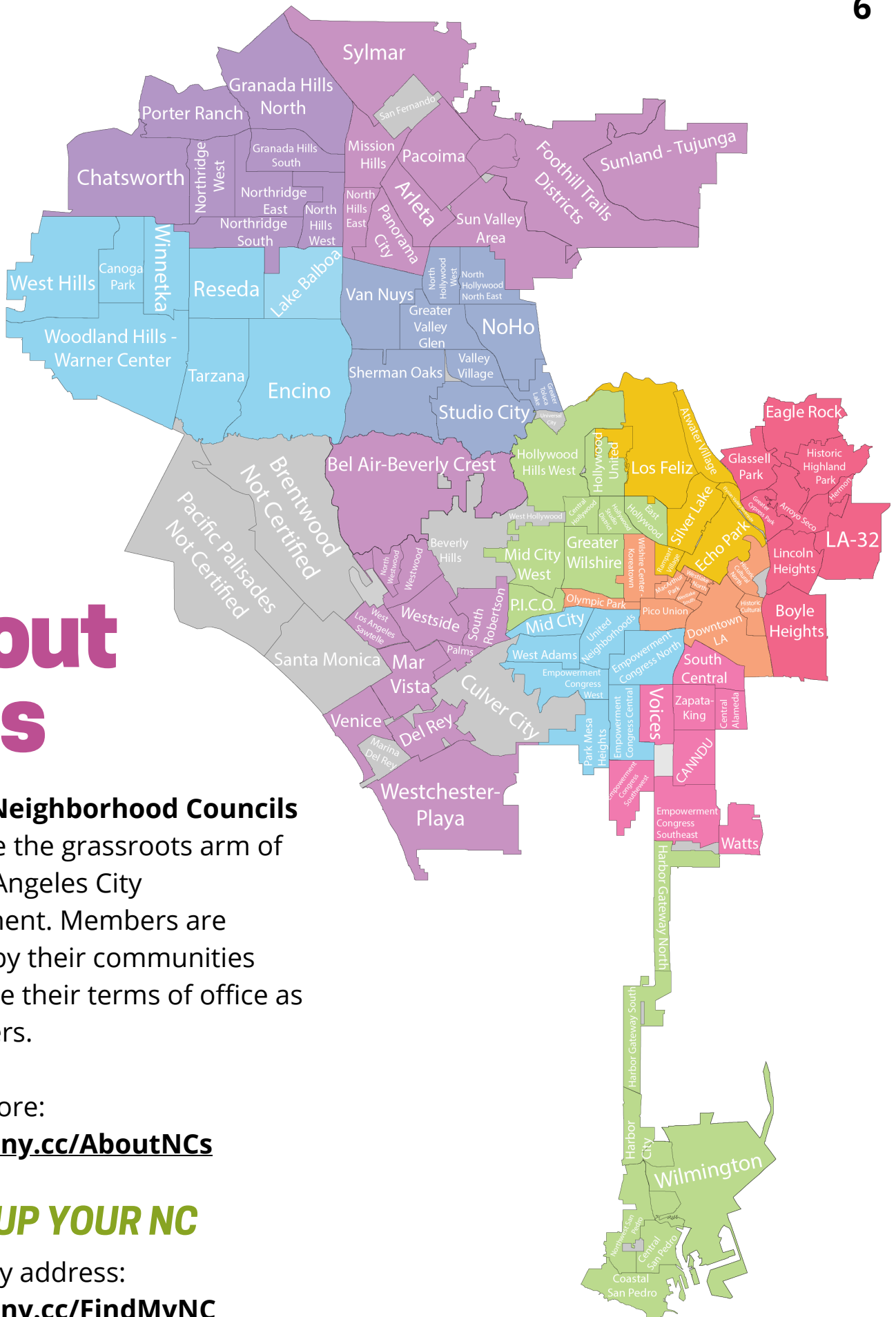
Learn more:
http://tiny.cc/AboutNCs

LOOK UP YOUR NC

search by address:
http://tiny.cc/FindMyNC

what do NC members do?

Neighborhood Council members are elected by the communities they serve, and serve their terms as volunteers. Most serve 2 year terms; a few serve 4 year terms, due to differences in NC bylaws. All newly elected NC members take office on **July 1** following an NC election cycle.

NCs are advisory to City decisionmakers, such as the LA City Council and City commissions, so they can profoundly impact how the City responds to key local issues or provides services in their community.

As members of a body that is part of City government, NC members must take the trainings required of other California public servants.

Learn more in this 4-minute video: **http://tiny.cc/CandidateInfoVideo**

apply to run

☑ ***APPLY ONLINE***

File your candidate application on the City Clerk's website:
 http://tiny.cc/CandidateApplications

☑ ***HELP FOR CANDIDATES***

See the Help pages at the end of this packet for contact info to get help with your elections questions.

☑ ***WHAT'S ACCEPTED AS PROOF OF ELIGIBILITY?***

Guide to different types of items accepted by the City Clerk:
http://tiny.cc/NCdocumentation

☑ ***WHO'S RUNNING?***

Meet the candidates - select your NC from the drop-down menu: **http://tiny.cc/NCcandidates**

Who can run?

Anyone who lives, works, studies, worships, or owns property or a business within NC boundaries may run or vote in this election. Community interest stakeholders belonging to locally based service organizations meeting **specific requirements** are also eligible.

Participation is open to those who are not US citizens or legal residents, and also to the unhoused or formerly incarcerated.

Candidates must be 18+ on Election Day except for Youth Seat candidates, who must be 14 - 17. Voters must be 16+ except Youth Seat voters, who must be 14 - 17.

guides + resources

NC ELECTION HANDBOOK

City Clerk's comprehensive guide to NC election rules & regulations: **http://tiny.cc/ElectionHandbook**

CANDIDATE GUIDELINES

Rules on endorsements, electioneering, use of City or NC logos + more: **http://tiny.cc/CandidateGuidelines**

WHAT'S ACCEPTED AS PROOF OF ELIGIBILITY?

Guide to different types of items City Clerk accepts as proof of a candidate or voter's eligibility to participate in NC elections: **http://tiny.cc/NCdocumentation**

CANDIDATE INFO SESSIONS

If you were unable to join the info session live or would like to attend another, RSVP at **http://tiny.cc/CandidateSessions**. All sessions have the same content. Zoom details are in your confirmation email.

PAST ELECTIONS + VOTER TURNOUT DATA

Interactive dashboard comparing data from past NC election cycles: **http://tiny.cc/ElectionComparisonTool**

ELECTION NEWSLETTER

EmpowerLA's overview of how NC elections work + how to participate. Read it at **http://tiny.cc/NCElectionsOverview**. Subscribe at **http://tiny.cc/NCnews**.

assets to have

Live info sessions include detailed discussion on how to create + use these items:

CANDIDATE STATEMENT

- Goes on City Clerk's candidate webpage + posted at polls
- 1000 character limit = 1/2 page (about 170 words)

HEADSHOT PHOTO

- Goes on City Clerk's candidate webpage + posted at polls
- 2x3 aspect ratio
- Use a current image so you are recognizable

MISSION STATEMENT

- Your elevator pitch as a candidate
- Aim for 100 characters or less (17-18 words)
- Use it online, in print, and in person

CANDIDATE EMAIL ADDRESS

- Set up a dedicated email address for your campaign
- After you're elected, this email becomes your public address

CAMPAIGN LINK

- Website, Google Doc, or other online, publicly accessible landing place where voters can learn more about you + the election

outreach checklist

Whether you're creating flyers, posting on social media, or speaking with voters, your message should always include:

- **Your name**
- **Contact info / website / social media handles**
- **NC + seat you are running for**
- **Mission statement**
- **How / when to vote in your NC election**

Tips on how to make voter outreach part of your daily routine and for sharing your message on print and digital channels are shared during the live Candidate Info Sessions.

talking points

Your talking points form your candidate platform. How you discuss them establishes your reputation as a leader.

BE PREPARED ON THE ISSUES

Know the issues you are passionate about in depth, but be ready to talk to voters about the issues they care most about, such as:

- **Homelessness**
- **Housing / Land Use / Local Development**
- **Parks / Green Space / Recreation**
- **Sustainability / Climate Change**
- **Events / Cultural Affairs**
- **Public Safety / Emergency Preparedness**
- **Business / Economic Development**
- **Transportation**

MAKE PROMISES YOU CAN KEEP

Keeping promises is the key to credibility as a leader, so choosing your words carefully helps shape goals you can actually deliver on.

WHY YOU?

Why are you the right candidate for this seat? What skills and experience do you contribute? What will you advocate for?

get help

WHO SUPPORTS NC ELECTIONS + NC CANDIDATES?

Neighborhood Council elections are supported by both the **City of LA Department of Neighborhood Empowerment** (aka **EmpowerLA**) and the **LA City Clerk's Election Division.**

EmpowerLA oversees regional and Citywide engagement and marketing efforts for NC elections, and supports candidates with outreach resources and info sessions.

HAVE ELECTIONS OUTREACH QUESTIONS?

Use the contact form on EmpowerLA's elections webpage: **http://EmpowerLA.org/elections**

Or contact:
EmpowerLA@LAcity.org
(213) 978-1551 (M - F 9am - 5pm)

EmpowerLA

get help

The **LA City Clerk's Election Division** administers Neighborhood Council elections, including candidate/voter applications, ballots, polling places + election challenges.

CITY CLERK NC ELECTIONS WEBPAGE
https://Clerk.LAcity.org/clerk-services/elections/nc-elections

HELP FOR CANDIDATES
Help with your application or questions about eligibility:
Clerk.Election@LAcity.org

HELP FOR VOTERS
Clerk.ElectionVBM@LAcity.org
mail ballot requests open on or after January 25

Or call:
(213) 978-0444
(888) 873-1000 (M - F 8am - 5pm)

City Clerk