

4. VOTING ELIGIBILITY

4.1 Stakeholder Voting Eligibility

Those that meet the stakeholder criteria per section **1.6 Stakeholders** and the criteria set forth in individual NC Bylaws, will be eligible to vote in NC elections.

4.2 Voting Age

In order to cast a ballot in the election, a voter must meet the voting age requirements set forth in each NC's Bylaws.

4.3 Self-Affirmation and Documentation Requirements

There are two stakeholder verification methods used in NC Elections: Self-Affirmation and Documentation-Required.

NCs that opt for a Self-Affirmation verification method require voters to affirm, under penalty of perjury, that they are eligible to vote in the NC's election. The voter will not be required to submit documentation to substantiate this claim.

NCs that opt for a Documentation-Required verification method require voters to submit identification and documentation to corroborate their eligibility claim. Stakeholders who wish to participate in Documentation-Required NC elections may refer to **Attachment C: 2021 NC Election Documentation Guide** for more information.

5. VOTE-BY-MAIL OPERATIONS

5.1 Vote-By-Mail Application

Stakeholders interested in voting must complete a VBM application through an online portal or a paper application. The City Clerk will use this form to determine the voter's eligibility and which ballot(s) to issue to the voter.

When completing a VBM application, stakeholders must provide the following information:

1. Neighborhood Council Name;
2. First, Middle, and Last Name;
3. Qualifying information used to determine Stakeholder Status (Live, Work, Own property, or Community Interest);

4. Date of Birth;
5. Mailing Address;
6. If documentation is required, documentation must be provided proving stakeholder status (See [Attachment C: 2021 NC Election Documentation Guide](#));
7. If submitting a paper form, a candidate must also provide their signature.

A voter's information on the VBM application is subject to limited disclosure under the California Public Records Act. Please see [Section 8: Public Records Requests](#) below for more information.

Stakeholders who do not submit a VBM application, fail to submit documentation (if applicable), or who do not meet specific voter requirements will not receive a ballot.

5.2 Vote-By-Mail Period

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 to the voter beginning 29 days before Election Day. Please review [Attachment B: 2021 NC Election Timeline](#) for exact dates.

5.3 Neighborhood Council Vote-By-Mail Portal

Stakeholders who wish to complete a VBM application online must first create a profile in the NC VBM Portal. To create a profile, stakeholders can access the NC VBM Portal on the City Clerk website and complete the following steps:

1. Click on the 'Create New Account' button and enter the following information:
 - a. First and Last Name
 - b. Email Address
2. An email will be sent to the stakeholders confirming registration. Stakeholders will create a Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Example: **Password8\$**.
3. Click 'Submit'.

Once the password has been confirmed, stakeholders will automatically be returned to the NC VBM Portal, where they can sign in with their email and password to begin the VBM Application. When creating a new user profile, it is strongly suggested that stakeholders write down their login information. Voters can reset their password by using the *Forgot Password* link.

Stakeholders will be able to track the status of their application and ballot in the NC VBM Portal.

City Clerk staff will be available throughout the VBM application period, during regular City business hours, to assist stakeholders with their filing.

5.4 Completing a Vote-By-Mail Paper Application

Stakeholders may also submit a paper VBM application to receive a NC ballot. City Clerk staff will enter the information on the paper application into the VBM portal for processing. Paper applications may be submitted by mail, email, or fax at the following:

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

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

NOTE: An authorized agent may return paper applications on behalf of the voter. Voters must complete the “Authorized Agent” portion of the application.

5.5 Voting in Multiple Neighborhood Councils

Stakeholders may be eligible to vote in multiple NCs provided they meet each NC’s voter requirements. Stakeholders may submit only one application per NC.

5.6 Official Ballots

The City Clerk will conduct a random alphabetical drawing to determine in which order candidate names will appear on the ballot for all NC elections.

The City Clerk will be responsible for developing and printing the official ballots for all NC elections.

Voters will be provided with a postage-paid envelope to return voted ballots.

5.7 Replacement Ballots

In the event that a stakeholder does not receive a ballot, makes an error while voting the ballot, or receives the wrong ballot, the stakeholder must contact the City Clerk to request a replacement ballot. Once a ballot is reissued, the original ballot is voided.

5.8 Election Day Ballot Boxes

On Election Day, ballot boxes will be located within each NC to accommodate voters who were unable to mail their ballot. Ballot box locations and hours will be posted on the City Clerk's website at least 30 days prior to Election Day.

NOTE: Voters may designate an authorized agent to return ballots on their behalf. Voters must complete the "Authorized Agent" portion of the ballot return envelope.

5.9 Electioneering

Electioneering is strictly prohibited near the ballot drop box on Election Day. Individuals, candidates, organizations, or other entities cannot solicit a vote, post signage, or speak to a voter, media representative, observer, or other person on the subject of marking their ballot on Election Day within 100 feet of the ballot drop box. This includes the audible dissemination of information that advocates for or against a candidate on the ballot.