

# 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.

 **venicemaps@gmail.com** (not shared) [Switch account](#)



\* Required

Neighborhood Council \*

Choose



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.

 Start Time \*

Time

: AM ▼

End Time \*

Time

: AM ▼

### 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.

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.

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.

Facility Name \*

Your answer

Facility Address \*

Your answer



Facility Contact Information \*

Your answer

Have you made contact with this location regarding the election? (Optional)

Yes

No

Alternate Facility Name

Your answer

Facility Address

Your answer

Facility Contact Information

Your answer

Have you made contact with this location regarding the election? (Optional)

Yes

No



## 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.

Candidate Filing Form:

Your answer

Voter Registration Form:

Your answer

Polling Place Interpreter:

Your answer

## NC ELECTION BOARD CONTACT INFORMATION

Election or Outreach Committee Chair: \*

Your answer

Phone Number: \*

Your answer



Email: \*

Your answer

Secondary Contact:

Your answer

Phone Number:

Your answer

Email:

Your answer

#### NEIGHBORHOOD COUNCIL APPROVAL

By including information 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.

Date of Board Action: \*

Date

mm/dd/yyyy



Name of President/Chair: \*

Your answer

Submit

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