

Dear Neighborhood Council Leaders,

We hope this correspondence finds you well. We are writing to share and address challenges regarding the upcoming 2025 Neighborhood Council vote-by-mail elections that Neighborhood Council leaders across the city have brought to our attention.

Over the past two months, many board members have expressed concerns that the process of receiving and returning a ballot involves too many steps, and may discourage participation. As a reminder, Neighborhood Councils can use one of two stakeholder verification methods: Self-Affirmation or Documentation.

Self Affirmation	Documentation
<ul style="list-style-type: none">• Requires voters to affirm, under penalty of perjury, that they are eligible to vote in the Neighborhood Councils election• Does not require documentation to verify eligibility	<ul style="list-style-type: none">• Requires voters to submit identification documentation to support their eligibility• Documentation can include, but is not limited to, Consular ID cards, driver's license, passport, utility bill, school enrollment, or membership to a nonprofit, etc.• Stakeholder must provide proof of stakeholder status before receiving a ballot

The definition of your stakeholder verification method can be found in Article X Section 4 of your Neighborhood Council's bylaws.

Stakeholder verification through Documentation has raised concerns for stakeholders who may be uneasy about presenting their identification to a City entity. We understand these concerns and are committed to supporting efforts that enhance engagement and voter participation.

In response, EmpowerLA invites Neighborhood Councils who may wish to change their stakeholder verification method through a **limited amendment to Article X Section 4 of your Neighborhood Council bylaws**. This adjustment may provide a more comfortable process for stakeholders in your community. Because any changes to stakeholder verification methods impact Neighborhood Council election voting ballot models, any changes must be completed **no later than Monday September 30, 2024 per the City Clerk Elections Division**.

If you would like to amend Article X Section 4 of your Neighborhood Council bylaw, please follow the steps below no later than Monday, September 30, 2024:

1. Agendize a motion at an upcoming board meeting to submit a to change your stakeholder verification method.
2. If the motion passes, submit a [bylaws amendment application form](#) to ncsupport@lacity.org.
3. Your Neighborhood Empowerment Advocate (NEA) will follow up with the amended bylaws, incorporating the change to Article X Section 4.

It is important to note that we will only be accepting amendments to this specific section of the bylaws. ***No other bylaw amendments will be accepted until after the 2025 election.***

While this change is not mandatory, this is a reminder that your board may decide how you would like to define your stakeholder verification with the option to make this bylaw amendment (Article X, Section 4) should your Neighborhood Council choose ahead of the 2025 elections. If you have any questions or need further assistance, please do not hesitate to reach out to your NEA.

Thank you for your time and service to your Neighborhood Council.

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