



## **VNC GUIDELINES TO REGISTER VOTERS FOR THE 2025 NC ELECTIONS**

**OVERVIEW:** The 2025 Neighborhood Elections will be 100% VBM (Vote-By-Mail). To obtain a ballot, constituents are required to:

- Submit a vote-by-mail application online (after creating an Angeleno account if necessary),
- Submit a request on the City Clerk’s website, or
- Pick up a ballot application at the Venice Library then mail, fax or email it to the City Clerk
- City Clerk contact info: (213) 978-0444 or <https://clerk.lacity.gov/clerk-services/elections/neighborhood-council-elections>.

**WHO CAN VOTE:** Any Stakeholder at least 16 years of age on the day of the election is eligible to vote in this election. A Stakeholder is defined as anyone who lives, works, owns real property or is experiencing houselessness and resides within the boundaries of the Venice Neighborhood Council.

**COMMUNITY INTEREST VOTERS:** A Community Interest Stakeholder may vote solely for this board seat (and cannot vote for any other board seats). A Community Interest voter is defined as someone who is a member of, or participates in, a Community Organization within Venice. A “Community Organization” is an entity that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. VNC boundaries for not less than one year. Examples of Community Organizations may include the Venice Chamber of Commerce, houses of worship, educational institutions, or non-profit organizations. For clarity, a for-profit entity does not qualify as a Community Organization.

**HOW ARE COMPLETED BALLOTS RETURNED?** Ballots can be returned by mail in the pre-paid postage envelope sent with the ballot, dropped off at a ballot drop box, or delivered in person to the City Clerk’s office. Local drop-box locations are:

- Venice Library: 501 S. Venice Blvd
- Mar Vista Branch Library: 12006 Venice Blvd
- Westchester-Loyola Village Brand Library: 7114 W. Manchester Ave.

### **KEY DATES:**

- **Jan 17<sup>th</sup> – March 10<sup>th</sup>** - Voter registration open
- **Jan 23<sup>rd</sup> – March 9<sup>th</sup> – VNC voter registration activities** (city must receive form by 3/10)
- **Feb 11<sup>th</sup> – March 11<sup>th</sup>** – Ballots mailed by the City Clerk
- **Feb 11<sup>th</sup> – March 18<sup>th</sup>** – Completed ballots can be returned to drop-box locations
- **March 18<sup>th</sup>** – Election Day (no in-person voting)
- **March 25<sup>th</sup>** – Unofficial election results announced
- **March 28<sup>th</sup>** – Final day for postmarked ballots to be received by the City Clerk
- **April 2<sup>nd</sup>** – Certified results announced



## YOUR ROLE & RESPONSIBILITIES

To increase voter participation, you are providing support to facilitate the voter registration process. Thank you for your participation in this important process which is foundational to our community. Please use the following city-approved guidelines.

**STEP ONE:** Provide the voter with a paper application. You will have English and Spanish language versions as well as one copy of each additional language (Arabic, Armenian, Chinese, Ethiopian, Hebrew, Japanese, Korean, Persian, Tagalog, Thai and Vietnamese) to use as a translation tool for entry onto the English or Spanish application. Voters can also download these additional language applications from the city's election website.

**STEP TWO:** Confirm all appropriate sections have been completed and are legible. Voters must sign and date the application for it to be valid and processed. Do not fill in the authorized agent name and signature line. It will be completed by the VNC board member submitting the form.

**WHAT IF THE VOTER IS UNHOUSED OR DOES NOT HAVE A MAILING ADDRESS?** If the voter cannot provide this information or documentation, they are allowed to vote by affirming on the Voter Registration Form or Vote-By-Mail Application that they are houseless. Please have them provide an alternative mailing address in the appropriate space to receive the VBM ballot. The city is working with various organizations that provide mail services to ensure that all stakeholders can participate in the elections.

**STEP THREE:** Using your phone (or other device) take a photo of the documentation required to establish stakeholder eligibility which shows they meet specific stakeholder requirements including proof of age and photo identification.

**STEP FOUR:** At the end of each day, send an email to both Christopher Lee and Steve Bradbury ([Christopher.Lee@venicenc.org](mailto:Christopher.Lee@venicenc.org), [Steve.Bradbury@venicenc.org](mailto:Steve.Bradbury@venicenc.org)) with the following information:

- Location of the registration outreach session
- Approximate start/end time of the session
- How many people completed the registration process.

We will advise where, when and how to deliver the ballot applications, return signage and unused materials (if this is your final outreach session) and how to electronically share the required documentation. Please only submit fully completed applications + documentation. **To ensure we meet the city's deadline, the last day to send ballots to Christopher/Steve is March 9<sup>th</sup>.**

**WHAT YOU CAN/CANNOT DISCUSS WITH VOTERS:** You are providing a service to the community. It is not to be used as a campaign event, regardless of whether you are running in this election or not. This is not an opportunity to sway voters to or away from a specific candidate. You can discuss community issues in a general manner, however, to maintain integrity of this process, you must minimize sharing your personal POV.



## **VOTER REGISTRATION DOCUMENTATION GUIDELINES**

All stakeholders are required to submit identification and any applicable documentation to the City Clerk to establish their eligibility to vote in the VNC election. Documentation submitted by a voter will not be retained by the City Clerk. All voting stakeholders must provide the following: 1. A document or documents proving that they meet specific stakeholder requirements, 2. Proof of age, and 3. Photo identification. This guide will provide examples of documents and identification that are acceptable to the City Clerk to prove that a stakeholder lives, works, owns property, or participates in Venice as a community interest stakeholder and is not meant to be exhaustive. The City Clerk reserves the right to accept identification or documents not included in this guide. Documented or undocumented individuals are eligible to vote in the VNC election.

- **IF YOU LIVE IN VENICE AS A RESIDENT:** Documentation must, to a reasonable extent, show the stakeholder's name, the address of the residence and a visible date. A P.O. box is not accepted as a residential address.
  - Driver's license or identification card
  - Residential lease or rental agreement
  - Mortgage statement or rent receipt
  - Current utility bill
  - Homeowners or renter's insurance documentation
  - Letter from landlord confirming renter/tenant status
  - Current dated mail with your name and address
  - Other similar documentation proving your status as a resident including: - Los Angeles County property tax bill, Homeowners/Renters Association bill or letter, Letter from local Neighborhood Watch attesting to your status as a resident, or County Assessor Parcel Information.
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.

- **IF YOU LIVE IN VENICE AS A RENTER OR TENANT:** Documentation must prove that you rent or are a tenant of an apartment, house, condominium, or other domicile in Venice. All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the residence in question, and a visible date. A P.O. box is not accepted as a rental address.
  - Residential lease or rental agreement,
  - Rent receipt,
  - Renter's insurance documentation,
  - Letter from landlord confirming renter/tenant status, or
  - Other similar documentation proving your status as a resident, including a renters association bill or letter, or a letter from local Neighborhood Watch attesting to your status as a renter or tenant.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.
  
- **IF YOU LIVE IN VENICE AS A HOMEOWNER RESIDENT:** Documentation must prove that you own a home, condominium, townhouse, or other domicile and reside in Venice. All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the home in question, and a visible date. A P.O. box is not accepted as a home address.
  - Mortgage statement or deed,
  - Homeowners insurance documentation,
  - Los Angeles (L.A.) County property tax bill,
  - Homeowners Association bill or letter, or
  - County Assessor Parcel Information.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.



- **IF YOU LIVE IN THE NC AS A HOMELESS RESIDENT:** The following documents are acceptable to prove that you are homeless and reside in Venice. All documentation provided must, to a reasonable extent, show the stakeholder's name and current address or cross streets of the homeless residence in question. In lieu of a traditional home or shelter address, stakeholders may denote a street corner or a park as their residence. A P.O. box is not accepted as a residential address.
  - Letter from a shelter confirming your homeless status,
  - Current mail with your name and address,
  - Rent, motel, or hotel receipt, or
  - Other similar documentation proving your status as a homeless resident.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.

If the voter cannot provide any of the required documentation above, they are allowed to vote by affirming on the Voter Registration Form or Vote-By-Mail Application that they are homeless.



- **IF YOU WORK IN VENICE:** The following documents are acceptable to prove that you work in Venice and are eligible to vote. All documentation provided must, to a reasonable extent, show the stakeholder's name, the address of the stakeholder's place of work, and a visible date.
  - Paycheck or pay stub,
  - Work permit,
  - Form W-2 or Form 1099,
  - Staff roster from place of work,
  - Letter from employer on business letterhead verifying employment,
  - Project/job contract or service agreement,
  - Invoices from vendor(s),
  - Printed advertisement or business webpage (showing both your name as employee and address),
  - Current City of LA business license, or
  - Mail with your name and the name and address of the business.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.



- **IF YOU OWN A BUSINESS IN VENICE:** The following documents are acceptable to prove that you own a business or business property in Venice and are eligible to vote. All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's business address, and a visible date.
  - Current City of LA business license,
  - Current City of LA Business Tax Registration Certificate,
  - Los Angeles (LA) County property tax bill,
  - Staff roster from place of work,
  - Project/job contract or service agreement,
  - Business/commercial mortgage statement or lease/rental agreement,
  - Invoices from vendor(s),
  - Printed advertisement or business webpage (showing both your name as owner and address),
  - California (CA) State Board of Equalization resale certificate,
  - Letter/documentation from Business Improvement District (BID) or Chamber of Commerce,
  - Applicable City tax forms reflecting independent contractor status, or,
  - County Assessor Parcel Information.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.

- **IF YOU OWN REAL PROPERTY IN VENICE:** The following documents are acceptable to prove that you own real property in Venice and are eligible to vote. All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's property address, and a visible date.
  - Property deed,
  - Los Angeles (LA) County property tax bill,
  - Project/job contract or service agreement listing stakeholder as the property owner,
  - Mortgage statement,
  - Letter/documentation from Business Improvement District (BID) or Chamber of Commerce listing stakeholder as the property owner,
  - Applicable City tax forms reflecting property ownership,
  - County Assessor Parcel Information, or
  - Homeowners/Property owner's insurance statement or proof of insurance listing the stakeholder as the property owner.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.



- **IF YOU ARE A COMMUNITY INTEREST STAKEHOLDER:** The following documents are acceptable to prove that you participate in a NC as a community interest stakeholder and are eligible to vote for an at-large, community-based organization seat. A community interest stakeholder is defined as a person who is involved with a community organization within the Venice boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations. A for-profit entity shall not qualify as a Community Organization. All documentation provided must, to a reasonable extent, show the stakeholder's name, the stakeholder's participation in the community organization, and the address of the organization, business, school, etc., and a visible date.
  - Membership card or participation certificate,
  - Receipt of membership dues,
  - Staff/membership roster,
  - Letter on official letterhead from school, church, or organization stating that you have involvement with a community organization within the NC's boundaries. (see page 11 for a sample letter), or,
  - Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.
  
  - **EXAMPLES OF A PHOTO ID:** Driver's license or identification card, consular identification card, passport, or picture ID with the stakeholder's name (work, school, credit card, etc.).
  
  - **EXAMPLES OF PROOF OF AGE:** Driver's license or identification card, consular documents, passport, or birth certificate.

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- **SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS:**

This letter must include the following to be valid:

- Date,
  - Name of Stakeholder,
  - Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.),
  - Duration of the stakeholder’s participation in the organization,
  - Contact information of the person writing the letter (if it does not appear in the letterhead),
  - Physical Address of the organization that has been continuously maintained within the boundaries of the neighborhood council for not less than one year,
  - Statement that the organization considers the stakeholder to be a participant in your organization,
  - Statement the community organization is non-profit, and,
  - The organization representative’s original signature, full printed name, and title.
- Note: Letter should not be signed by candidate.

- **SAMPLE TEXT OF ORGANIZATION LETTER:**

Date

City of Los Angeles Office of the City Clerk  
555 Ramirez St. Space 300  
Los Angeles, CA, 90012

To Whom It May Concern:

[Stakeholder name] has been [a member/student/participant/volunteer/employee] of [organization name] from [date] to the present. We consider her/him to be a participant in our organization’s activities. We are located at [state your establishment’s local address.] [Organization name] has maintained this address since [date] and is a non-profit organization.

Sincerely,

[Signature]  
[Full name]  
[Title]

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