

2015



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

Los Angeles County
 Registrar-Recorder/County Clerk
 12400 Imperial Hwy, Norwalk, California 90650 (562) 462-2912
www.lavote.net

"REQUESTING SPECIFIED SERVICES"



FOR CITY AND STAND ALONE ELECTIONS

This reference guide has been prepared in an effort to provide answers to frequently asked questions concerning city stand alone elections. It is for general information only and does not have the force and effect of law.

Prepared by the
 Election Information and Preparation Division

JANUARY

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REQUESTING SPECIFIED SERVICES FOR CITY “STAND ALONE” ELECTIONS

GENERAL INFORMATION — Cities are permitted, under provisions of California State law, to conduct their own municipal elections on specific established dates. Cities intending to request specified services for conducting their own **stand alone** elections should notify the Registrar-Recorder/County Clerk (RR/CC) of intent before the scheduled election date.

ELECTION RESOLUTIONS — It is **recommended** that cities file signed copies of the resolutions “Calling the Election” and “Requesting Specified Services” for **stand alone** elections approximately **120 days** before the election. The resolutions must include a statement that “the City will reimburse the County for all costs incurred.” Resolutions must be filed with:

Board of Supervisors

Ms. Sachi A. Hamai
Executive Officer Board of Supervisors
Kenneth Hahn Hall of Administration
500 West Temple Street, Rm 383
Los Angeles, CA 90012

Registrar-Recorder/County Clerk

Mr. Dean C. Logan
Registrar-Recorder/County Clerk
Election Coordination Unit
12400 Imperial Hwy., 2nd Floor, Rm 2013A
Norwalk, CA 90650

Resolutions must include pertinent information required by the RR/CC to schedule, initiate and render specified services properly for **stand alone** elections. The purpose of an election, such as **Special Recall, Special Measure, General Municipal**, etc., and any requested specified services should be clearly defined in the resolutions to prevent confusion and avoid approval delays.

Every effort will be made by the RR/CC to accommodate all specified service requests. Cities will be notified when unanticipated scheduling conflicts occur or if any requested specified services are unavailable.

THE INFORMATION SHEET (pictured below) is sent to cities to obtain information about election services that may be requested. The City Clerk’s cooperation in promptly completing and returning the Information Sheet to the Election Coordination Unit will expedite the processing of specified service requests.

The form is titled "Information Sheet QUESTIONNAIRE" and contains the following sections:

- Jurisdiction:** A line for the city name.
- Mailing Address:** A line for the city's mailing address.
- ELECTION CONTACT PERSON & TITLE:** A line for the contact person's name and title.
- PHONE NOS:** Lines for Office, Fax, and Office/Recorders.
- Table:** A table with four columns: "OFFICES TO APPEAR ON BALLOT:", "INDICATE FULL OR UNEXPIRED TERM (If unexpired include date of expiration)", "NO. TO BE ELECTED", and "HOW ELECTED: (By District, At Large, or Nominated by District and Elected at Large)". There are three rows of lines for data entry.
- IF ANY MEASURES ARE TO APPEAR ON BALLOT, PLEASE INDICATE NO. OF MEASURES AND TYPE (BOND, SPECIAL TAX, OTHER):** A section with lines for listing measures.
- CANDIDATE STATEMENTS:** A section with a "No. of words allowed" choice (200 or 400) and a "Check One" section with options: "Payment of the estimated cost must be made by the candidate at time of filing.", "City will bill candidate after the election.", "City will bear the cost for all statements.", and "Other".
- Anticipated date resolutions calling the election and requesting consolidation with the _____ were/will be sent to the Board of Supervisors and a copy to the Registrar-Recorder/County Clerk (Election Coordination Section):** A line for the date.
- BY:** A line for the signature of the authorized representative.
- RETURN TO:** LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK, Election Coordination Unit, 2nd Floor Room 2013A, 12400 Imperial Hwy., Norwalk, CA 90650.
- OR FAX TO:** (562) 406-2149.

Copies of this pamphlet and the “Information Sheet” may also be accessed on the RR/CC website at www.lavote.net. If you need additional information or have further questions about how to request specified services or the availability of specific services for **stand alone** elections, please contact the Election Coordination Unit at (562) 462-2912 ☎ or email at ecu@rrcc.lacounty.gov.