

2017



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

JANUARY

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OCTOBER

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NOVEMBER

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DECEMBER

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

REQUESTING SPECIFIED SERVICES



FOR CITY "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
 1/17

REQUESTING SPECIFIED SERVICES FOR CITY "STAND ALONE" ELECTIONS

GENERAL INFORMATION ð 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 ð 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

Registrar-Recorder/County Clerk

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

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.

INFORMATION SHEET

CITY: _____ ELECTION DATE: _____

ELECTION CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE NOS: () _____ () _____ OFFICE FAX OFFICE HOURS / DAYS

BALLOT TYPE: OPTICAL SCAN
 PAPER
 OTHER _____ ELECTION SUPPLIER: _____

OFFICES TO APPEAR ON BALLOT:	INDICATE FULL OR UNEXPIRED TERM (if unexpired include date of expiration) (example #123456)	NO. TO BE ELECTED	HOW ELECTED: (By District, At Large, or Nominated by District and Elected at Large)
_____	<input type="checkbox"/> Full Term <input type="checkbox"/> Unexpired Term: _____ Date: _____	_____	<input type="checkbox"/> By District <input type="checkbox"/> At Large <input type="checkbox"/> Nominated by District and Elected at Large
_____	<input type="checkbox"/> Full Term <input type="checkbox"/> Unexpired Term: _____ Date: _____	_____	<input type="checkbox"/> By District <input type="checkbox"/> At Large <input type="checkbox"/> Nominated by District and Elected at Large
_____	<input type="checkbox"/> Full Term <input type="checkbox"/> Unexpired Term: _____ Date: _____	_____	<input type="checkbox"/> By District <input type="checkbox"/> At Large <input type="checkbox"/> Nominated by District and Elected at Large
_____	<input type="checkbox"/> Full Term <input type="checkbox"/> Unexpired Term: _____ Date: _____	_____	<input type="checkbox"/> By District <input type="checkbox"/> At Large <input type="checkbox"/> Nominated by District and Elected at Large

NO. OF MEASURES TO APPEAR ON BALLOT: (IF ANY) _____ POLL HOURS: _____ to _____

Resolutions calling the election and requesting services were sent to the Board of Supervisors and a copy to the Registrar-Recorder/County Clerk on _____ DATE

DATED _____ BY _____ CITY CLERK OR AUTHORIZED REPRESENTATIVE

RETURN FORM TO: **LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK
ATTN: ELECTION COORDINATION UNIT, ROOM 2013A
12400 IMPERIAL HIGHWAY
NORWALK, CALIFORNIA 90650**

FORM CAN ALSO BE FAXED OR EMAILED TO: (562) 406-2149 or ecu@rrcc.lacounty.gov

© FORM 800-A INFORMATION SHEET Information Sheet Template.doc

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.