

# 2018



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan  
Registrar-Recorder/County Clerk

**JANUARY**

S	M	T	W	Th	F	S
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**FEBRUARY**

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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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**JULY**

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**AUGUST**

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**SEPTEMBER**

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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](http://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**

# 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. Celia Zavala  
Acting 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., 2<sup>nd</sup> 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.

ELECTION DATE \_\_\_\_\_

### INFORMATION SHEET

City \_\_\_\_\_ City Clerk Name \_\_\_\_\_ Election Contact Person \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Office Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_ Office Hours/Days \_\_\_\_\_

BALLOT TYPE:  OPTICAL SCAN  
 PAPER  
 OTHER \_\_\_\_\_

ELECTION SUPPLIER \_\_\_\_\_

OFFICES TO APPEAR ON BALLOT:	INDICATE FULL OR UNEXPIRED TERM (If unexpired, <b>check</b> include date of expiration) (example 01/23/08)	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
_____	<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 VIA EMAIL TO: [ecu@rrcc.lacounty.gov](mailto:ecu@rrcc.lacounty.gov)  
OR FAX IT TO: (562) 466-2149  
FORM CAN ALSO BE MAILED TO: LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK  
ATTN: ELECTION COORDINATION UNIT, ROOM 2013A  
12400 IMPERIAL HIGHWAY  
NORWALK, CALIFORNIA 90650

© FORM 82U & REGISTRATION SHEET 12/13/14 INFORMATION FORM

Copies of this pamphlet and the “Information Sheet” may also be accessed on the RR/CC website at [www.lavote.net](http://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](mailto:ecu@rrcc.lacounty.gov).