December 19, 2011

Dear members of the media, election observers and community organizations:

MEDIA KIT FOR THE JANUARY 17, 2012 COUNCIL DISTRICT 15 SPECIAL RUNOFF ELECTION
The City of Los Angeles Council District 15 Special Runoff Election on January 17, 2012 is fast approaching. In order to provide a better understanding and awareness of the City’s election process and history, we have prepared this handbook for your use.

HANDBOOK INFORMATION
In an effort to conserve resources, reduce costs and provide content that is both easy to reference and comprehend, we are pleased to present this handbook in a streamlined format. Inside, you will find detailed information on the Council District 15 Special Runoff Election, including the office up for election, election administration facts and figures, important deadlines, voting methods, preparations for the election and voter outreach programs.

WEBSITE
Additional information about this election, including voter outreach materials, can be found on our website at: http://cityclerk.lacity.org/election. For more specific details, pertinent election codes, laws and procedures should be consulted.

We hope you find this information useful when informing your readers, viewers, listeners, constituents and the general public about the January 17, 2012 Council District 15 Special Runoff Election.

June Lagmay, City Clerk
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</table>
Election Division Duties Summary

The Office of the City Clerk - Election Division administers elections for the City of Los Angeles, the Los Angeles Unified School District (LAUSD) and the Los Angeles Community College District (LACCD). With a permanent staff of 25 and seasonal staff of 300, the Election Division, along with 6,500 pollworkers and 1,200 other Election Day workers, administers these elections and serves more than 2.2 million registered voters over an area of 850 square miles.

Elections for offices of Mayor, Controller, City Attorney, the Los Angeles City Council, the Los Angeles Unified School District’s Board of Education and the Los Angeles Community College District’s Board of Trustees are held regularly during odd-numbered years. Special elections may also be called to fill vacant offices or present direct-rule bond, proposition or Charter amendment measures to voters.

In addition to conducting these operations over the geographical area comprising the City of Los Angeles, the Election Division extends election support to some neighboring cities and unincorporated areas within the LAUSD and the LACCD jurisdictions that hold their own municipal elections on the same day.

The required preparation for Election Day is immense. The Division administers the process by which candidates are certified to appear on the ballot. It also coordinates all aspects of the Official Sample Ballot. Extensive attention is given to voter outreach, from preparing printed materials like public service announcements to making community presentations.

To support Election Day operations, the Division busily recruits and readies polling places as well as the pollworkers, equipment and supplies to staff them. Its staff also prepares, produces and receives Vote-By-Mail ballots. Once polls have closed, the Division recovers ballots and transports them for tallying. It then conducts the official election canvass, certifying the election results.
Important Telephone Numbers

http://cityclerk.lacity.org/election

General Information
City Clerk - Election Division
(888) 873-1000
(213) 978-0444

Unofficial Election Results
City Clerk - Election Division
(888) 873-1000
(213) 978-0444

Media Information
City Clerk - Election Division
(888) 873-1000
(213) 978-0444

Campaign Finance Information
City of Los Angeles Ethics Commission
(213) 978-1960

Voter Fraud
(800) 815-2666
To report factual information on illegal voter registration and/or illegal voting activities, call the Los Angeles County Voter Fraud Hotline. Press 3 on the option menu.

Electioneering
(888) 873-1000
To report electioneering at a polling place
(213) 978-0444

Polling Place Problems
(888) 873-1000
To report Election Day problems at the polls
(213) 978-0444

Polling Place Location
(888) 873-1000
To find a polling place on or before Election Day
(213) 978-0444
(This information can also be found on the back cover of the voter’s Official Sample Ballot.)

(continued)
Important Telephone Numbers
(continued)

http://cityclerk.lacity.org/election

TTY Hearing Impaired
City Clerk - Election Division

3-1-1, for City residents
(213) 485-2121

Language Assistance
Inquiries and/or to obtain an Official Sample Ballot
in Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog or
Vietnamese

(800) 994-VOTE (8683)

Audio Recordings
Recordings of the Official Sample Ballot
are available in English, Chinese (Cantonese and
Mandarin), Japanese, Korean, Spanish, Tagalog and Vietnamese

(888) 873-1000
(213) 978-0444

Audio recordings are also available at:
• Braille Institute Library, 741 N. Vermont Ave., Los Angeles, CA
  (323) 660-3880
• Richard J. Riordan Central Library, 630 W. 5th St., Los Angeles, CA
  (213) 228-7000

Voter Registration
Los Angeles County Registrar-Recorder/County Clerk

(800) 481-VOTE (8683)
(562) 466-1310

Vote-By-Mail Ballot Inquiries
City Clerk - Election Division

(213) 978-8050

Recruiting
To become a precinct board member
To offer a location as a polling place

(866) 899-8683
(213) 978-0363
(213) 978-0434

Fax Number
City Clerk - Election Division

(213) 978-0376

City Clerk Executive Office

(213) 978-1020
Map to Election Division Office

Office of the City Clerk - Election Division
Piper Technical Center (PTC)
555 Ramirez St., 3rd Floor, Space 300
Los Angeles, CA 90012
(213) 978-0444
(888) 873-1000

Pull forward to the guard station and park your vehicle on the third floor of Piper Technical Center in the designated visitor parking area. The Election Division office is located on the third floor of the building in Space 300.
The Office of the City Clerk - Election Division's website contains, among others, the following links:

**GENERAL INFORMATION**

**Election Results** – Get up-to-the-minute results on Election Night (link available on Election Day).

**Polling Place and Sample Ballot Lookup** – Find your polling place and view your Official Sample Ballot for the Council District 15 Special Runoff Election.

**Vote-By-Mail Application** – Download an application to receive a Vote-By-Mail ballot for the January 17, 2012 Council District 15 Special Runoff Election.

**Current Election Information** – Find information for the current election including polling place locator, view the Official Sample Ballot and other voting information, procedures, candidate statements and contact information, voter outreach brochures, and public service announcements.

**Press Releases** – Find out about important events and deadlines affecting elections administered by the City of Los Angeles.

**VOTER INFORMATION**

**Register to Vote** – Log on to the Los Angeles County Registrar-Recorder/County Clerk’s website to find out how and where to register to vote.

**Community Calendar of Events** – Download a monthly calendar listing the Election Division's participation in voter education and outreach events.

**LA Votes Committee E-Newsletter** – Read the Election Division's electronic newsletter.

**ALL CANDIDATE INFORMATION**

**Certified List of Candidates** – Review the official list of candidates for the January 17, 2012 Council District 15 Special Runoff Election.

* Information is available in English and the eight federally-mandated languages (Chinese, Japanese, Hindi, Khmer, Korean, Spanish, Tagalog and Vietnamese). Due to limited resources, a comprehensive language assistance program in Hindi and Khmer is not available at this time. Voters needing assistance in Hindi and Khmer may call the Election Division at (213) 978-0444 or toll-free at (888) 873-1000.

(continued)
POLLWORKER INFORMATION
Pollworker Recruitment Flyer – Find out more information about becoming a pollworker for the January 17, 2012 Council District 15 Special Runoff Election.

CITY EMPLOYEE POLLWORKER INFORMATION
City Employee Pollworker (CEP) Program Information and Application – The CEP Program is only utilized during regularly-scheduled municipal elections.

RESOURCE INFORMATION
Election Code – The Official Election Code for the City of Los Angeles guides how elections are to be conducted within the City.

Petition Handbook – Learn about the procedures for filing different types of petitions.

Required Signatures for Selected Petitions – Find out the number of registered voters’ signatures required for Los Angeles City Charter, initiative, referendum and recall petitions.

Los Angeles City Elections Media Kit – The online Media Kit, available now on the Election Division website, augments the print version with additional resources.

OTHER LINKS
Connect to other websites such as: Los Angeles City Clerk, Los Angeles County Registrar-Recorder/County Clerk, California Secretary of State, Los Angeles City Council, League of Women Voters, California Voter Foundation, Smart Voter Information, City Ethics Commission and Electionline Today.
RACE
City of Los Angeles Office up for Election:
Member of the City Council, District 15

GENERAL INFORMATION
Square Miles: 478 (City of Los Angeles)
850 (Total, including LACCD)

Registered Voters: 100,901 (Council District 15 as of December 2011)

At-Polls Precincts: 94

Vote-By-Mail Precincts: 1

Approximate Number of Precinct Board Members (Pollworkers): 376

CANDIDATES
Member of the City Council, District 15
Number of Certified Candidates: 2
Timeline of Important Dates

COUNCIL DISTRICT 15
SPECIAL RUNOFF ELECTION

Deadlines for Voters

Last day to register to vote                  1/3/2012
Last day to request a Vote-By-Mail ballot    1/10/2012
Last day to vote a Vote-By-Mail ballot in the Election Division office 1/13/2012

Deadlines for Election Administration

Last day for official canvass and certification of election results 2/7/2012
Term of Office and Term Limits

Section 206 of the Los Angeles City Charter provides that no person may serve more than two terms for the City offices of Mayor, City Attorney or Controller. Members of the City Council may not serve more than three terms, effective November 2006. The term of office for these elected City officials is four years. These limitations do not apply to any unexpired term to which a person is elected or appointed if the remainder of the term is less than one half of the full term of office.

In the Los Angeles Unified School District, Article 8, Section 802 of the City of Los Angeles Charter stipulates that a Member of the Board of Education shall hold their office for a term of four years. No person may serve more than three terms of office as a member of the Board of Education, effective April 2007.

Members of the Board of Trustees for the Los Angeles Community College District are not restricted in the number of years they may serve. The term of office for a Member of the Board of Trustees is four years.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>TERM</th>
<th>LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAYOR</td>
<td>4 YEARS</td>
<td>TWO TERMS</td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY ATTORNEY</td>
<td>4 YEARS</td>
<td>TWO TERMS</td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTROLLER</td>
<td>4 YEARS</td>
<td>TWO TERMS</td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER OF THE CITY COUNCIL</td>
<td>4 YEARS</td>
<td>THREE TERMS</td>
</tr>
<tr>
<td>City of Los Angeles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER OF THE BOARD OF EDUCATION</td>
<td>4 YEARS</td>
<td>THREE TERMS</td>
</tr>
<tr>
<td>Los Angeles Unified School District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER OF THE BOARD OF TRUSTEES</td>
<td>4 YEARS</td>
<td>NO LIMIT</td>
</tr>
<tr>
<td>Los Angeles Community College District</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# CURRENT ELECTED OFFICIALS

## CITY OF LOS ANGELES

### CITY-WIDE OFFICES

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Registration As of 12/8/11</th>
<th>Date Originally Assumed Office</th>
<th>Term No.</th>
<th>Exp. Date of Current Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Antonio R. Villaraigosa</td>
<td>1,601,915</td>
<td>7-1-05</td>
<td>2</td>
<td>6-30-13</td>
</tr>
<tr>
<td>City Attorney</td>
<td>Carmen Trutanich</td>
<td>1,601,915</td>
<td>7-1-09</td>
<td>1</td>
<td>6-30-13</td>
</tr>
<tr>
<td>Controller</td>
<td>Wendy Greuel</td>
<td>1,601,915</td>
<td>7-1-09</td>
<td>1</td>
<td>6-30-13</td>
</tr>
</tbody>
</table>

## CITY COUNCIL

### COUNCILMEMBERS

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Registration As of 12/8/11</th>
<th>Date Originally Assumed Office</th>
<th>Term No.</th>
<th>Exp. Date of Current Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ed P. Reyes</td>
<td>63,200</td>
<td>7-1-01</td>
<td>3</td>
<td>6-30-13</td>
</tr>
<tr>
<td>2</td>
<td>Paul Krekorian</td>
<td>125,487</td>
<td>1-05-10</td>
<td>1</td>
<td>6-30-15</td>
</tr>
<tr>
<td>3</td>
<td>Dennis P. Zine</td>
<td>127,792</td>
<td>7-1-01</td>
<td>3</td>
<td>6-30-13</td>
</tr>
<tr>
<td>4</td>
<td>Tom LaBonge</td>
<td>120,615</td>
<td>10-30-01</td>
<td>3</td>
<td>6-30-15</td>
</tr>
<tr>
<td>5</td>
<td>Paul Koretz</td>
<td>161,428</td>
<td>7-1-09</td>
<td>1</td>
<td>6-30-13</td>
</tr>
<tr>
<td>6</td>
<td>Tony Cardenas</td>
<td>77,330</td>
<td>7-1-03</td>
<td>3</td>
<td>6-30-15</td>
</tr>
<tr>
<td>7</td>
<td>Richard Alarcon</td>
<td>78,575</td>
<td>3-30-07</td>
<td>3</td>
<td>6-30-13</td>
</tr>
<tr>
<td>8</td>
<td>Bernard Parks</td>
<td>116,466</td>
<td>3-5-03</td>
<td>3</td>
<td>6-30-15</td>
</tr>
<tr>
<td>9</td>
<td>Jan C. Perry</td>
<td>74,544</td>
<td>7-1-01</td>
<td>3</td>
<td>6-30-13</td>
</tr>
<tr>
<td>10</td>
<td>Herb J. Wesson Jr.</td>
<td>97,024</td>
<td>11-29-05</td>
<td>2</td>
<td>6-30-15</td>
</tr>
<tr>
<td>11</td>
<td>Bill Rosendahl</td>
<td>150,973</td>
<td>7-1-05</td>
<td>2</td>
<td>6-30-13</td>
</tr>
<tr>
<td>12</td>
<td>Mitchell Englander</td>
<td>134,160</td>
<td>7-1-11</td>
<td>1</td>
<td>6-30-15</td>
</tr>
<tr>
<td>13</td>
<td>Eric M. Garcetti</td>
<td>81,372</td>
<td>6-14-01</td>
<td>3</td>
<td>6-30-13</td>
</tr>
<tr>
<td>14</td>
<td>José Huizar</td>
<td>92,048</td>
<td>11-29-05</td>
<td>2</td>
<td>6-30-15</td>
</tr>
<tr>
<td>15</td>
<td>Vacant</td>
<td>100,901</td>
<td>---</td>
<td>---</td>
<td>6-30-13</td>
</tr>
</tbody>
</table>

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*Elected to complete unexpired term ending June 30, 2011. Elected to full term commencing July 1, 2011.*

*Elected to complete unexpired term ending June 30, 2003. Elected to full term commencing July 1, 2003.*

*Elected to complete unexpired term ending June 30, 2009. Elected to full term commencing July 1, 2009.*


*Elected to complete unexpired term ending June 30, 2007. Elected to full term commencing July 1, 2007.*

*Appointment to complete unexpired term ending June 30, 2001. Elected to full term commencing July 1, 2001.*

*Term Limits began on July 1, 1993. Maximum of 2 Terms. Term No. indicates first or second term for term limit purposes.*

*Term Limits extended to a maximum of 3 terms for council offices only in November 2006.*

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Office/District in Boldface = 2013 ELECTION
CITY OF LOS ANGELES  
OFFICE OF THE CITY CLERK - ELECTION DIVISION

CURRENT ELECTED OFFICIALS

<table>
<thead>
<tr>
<th>LOS ANGELES UNIFIED SCHOOL DISTRICT</th>
<th>BOARD MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>Marguerite Poindexter Lamotte</td>
</tr>
<tr>
<td>2</td>
<td>Monica Garcia</td>
</tr>
<tr>
<td>3</td>
<td>Tamar Galatzan</td>
</tr>
<tr>
<td>4</td>
<td>Steve Zimmer</td>
</tr>
<tr>
<td>5</td>
<td>Bennett Kayser</td>
</tr>
<tr>
<td>6</td>
<td>Nury Martinez</td>
</tr>
<tr>
<td>7</td>
<td>Richard A. Vladovic</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOS ANGELES COMMUNITY COLLEGE DISTRICT</th>
<th>BOARD OF TRUSTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office No.</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>Mona Field</td>
</tr>
<tr>
<td>2</td>
<td>Tina Park</td>
</tr>
<tr>
<td>3</td>
<td>Steven Veres</td>
</tr>
<tr>
<td>4</td>
<td>Kelly Candaele</td>
</tr>
<tr>
<td>5</td>
<td>Scott Svonkin</td>
</tr>
<tr>
<td>6</td>
<td>Nancy Pearlman</td>
</tr>
<tr>
<td>7</td>
<td>Miguel Santiago</td>
</tr>
</tbody>
</table>

All Members of the Board of Trustees are elected At-Large.

<sup>1</sup>Elected to complete the unexpired term ending June 30, 2009.
<sup>2</sup>Appointed to unexpired term. Elected at the March 3, 2009 Special Election to complete the unexpired term ending June 30, 2011.

**Office/District in Boldface = 2013 ELECTION**
### Candidate Name | Occupational Designation
--- | ---
JOE BUSCAINO | Los Angeles Police Officer
WARREN FURUTANI | California State Assemblymember
Registering to Vote

The deadline to register to vote in each election is 15 days before Election Day. For the Tuesday, January 17, 2012 Council District 15 Special Runoff Election, the deadline is Tuesday, January 3, 2012.

Voter Registration Requirements:

✓ Resident of Los Angeles County
✓ United States citizen
✓ At least 18 years of age by the date of the election
✓ Not in prison or on parole for a felony conviction
✓ Not judged by a court to be mentally incompetent to register and vote

To register to vote:

✓ Fill out a voter registration form and drop it into a mailbox. (No postage is necessary; the envelope is pre-paid.) Forms are available throughout Los Angeles County at most Los Angeles City and County government buildings, fire stations, libraries, Department of Motor Vehicles (DMV) offices, public assistance offices (DPSS, WIC, etc.) and post offices.

✓ Registration forms and assistance are provided in six languages (Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese) other than English in compliance with federal, State and City regulations. For language assistance, please call (800) 994-VOTE (8683).

✓ The Los Angeles County Registrar-Recorder/County Clerk also provides language assistance in the same six languages. The agency maintains a voter registration request line with language assistance at (800) 481-VOTE (8683).

✓ An online voter registration form is available at the California Secretary of State's website: www.sos.ca.gov/elections/elections_vr.htm.

Re-register to vote if:

✓ You have moved.
✓ You have changed your name.
✓ You want to change your political party affiliation. (Please note that the City of Los Angeles conducts non-partisan elections.)

For more information, please call (888) 873-1000 or the County of Los Angeles Language Assistance Hotline at (800) 481-VOTE (8683).
Voting at the Polls

Voting at the polls is the traditional way most people choose to vote. Voters are encouraged to be prepared to vote by reading their Official Sample Ballot before Election Day. The location of a voter’s polling place is printed on the back cover of his or her Official Sample Ballot, which is mailed to the voter.
Provisional Voting

A person is allowed to vote provisionally when there is a question regarding a voter’s eligibility.

**REASONS FOR VOTING A PROVISIONAL BALLOT**

- The voter’s name does not appear on the Roster of Voters; or
- The voter is inappropriately included on the Vote-By-Mail list; or
- The voter’s name is on the Vote-By-Mail list, but the voter wants to vote at the polls and has no Vote-By-Mail ballot to surrender; or
- The voter has moved and wants to re-register and vote; or
- If there is any question or challenge which cannot be resolved immediately.

To vote provisionally, the voter fills out a provisional ballot envelope, votes using a regular precinct ballot, places it into the completed envelope and drops it into the ballot box. Provisional voters will receive a receipt with a 1-800 phone number to call 30 days after the election to verify whether or not their ballot was counted.

After the election, the provisional ballot envelopes are reviewed for voter eligibility using voter registration records from the Los Angeles County Registrar-Recorder/County Clerk. If the voter is found to be eligible to vote, the ballot is separated from the envelope and placed in the official tally.

(NOTE: Legislation passed in 2004 no longer requires provisional voters to submit proof of residency.)
Vote-By-Mail

Assembly Bill 1243 redesignated California’s absentee voting program as “Vote-By-Mail” on January 1, 2008. The new name is intended to better reflect voters’ rights with respect to voting by mail. In California, all registered voters have the option to vote by mail, regardless of whether they are going to be “absent” on Election Day.

Vote-By-Mail offers voters the option to vote from the convenience of their homes.

HOW TO APPLY FOR A VOTE-BY-MAIL BALLOT

Several options can be exercised when applying for a Vote-By-Mail ballot. All require that the applicant first be registered as a voter.

1. Complete the application on the back cover of your Official Sample Ballot or download an application from the Election Division website at http://cityclerk.lacity.org/election. Mail or fax the completed application to:
   
   Office of the City Clerk - Election Division
   555 Ramirez St., Space 300
   Los Angeles, CA 90012
   Fax: (213) 978-0611 or (213) 978-0612

2. Write a letter containing the voter’s name, residence address, the address that the ballot should be sent to, the date of the election and the signature of the registered voter requesting the ballot to the Election Division.

3. Request an application from the Office of the City Clerk - Election Division at (888) 873-1000 (toll free) or (213) 978-0444.

   Applications must be received by the Election Division no later than 5:00 p.m. on Tuesday, January 10, 2012 for the January 17, 2012 Council District 15 Special Runoff Election.

In order to reach those individuals residing in managed care facilities, the Election Division, prior to Election Day, will send a Vote-By-Mail packet to all hospitals, sanitariums and nursing homes located within eligible voting jurisdictions. The packet includes: a cover letter with instructions to the care facility operator; Vote-By-Mail applications (in English and all eight federally-mandated languages) for primary, general and special elections; a “Delivery Agent Authorization” form (in English and six of the eight federally-mandated languages); and a map to Piper Technical Center, the Election Division’s office.

(continued)
Beginning a week prior to Election Day, a representative from each care facility may bring in completed applications for Vote-By-Mail ballots. After all of the necessary information has been verified, the Election Division will issue ballots to the representative from the care facility. The representative will take the ballots back to the care facility and distribute them to the registered voters. The representative may then return the completed ballots to Piper Technical Center or drop them off at any polling place on Election Day.

Please note that all Vote-By-Mail ballots must be received by the Election Division, or delivered to any City of Los Angeles polling place within the election jurisdiction, no later than 8:00 p.m. on Election Day.

Copies of voting instructions sent to each voter with his or her Vote-By-Mail ballot are viewable on the Election Division website: http://cityclerk.lacity.org/election.
In 1990 the voters of the City of Los Angeles approved the most comprehensive package of local governmental ethics and campaign finance laws in the country to help restore public trust in government and the electoral process. The new laws created a five member Ethics Commission to administer and enforce the laws relating to governmental ethics, campaign finance, and lobbyist activities. In addition, the law called for a system of partial public financing for City elections to provide more competitive elections, reduce campaign spending, and decrease the influence of special interests. The City Ethics Commission:

- Administers a public matching funds program that allows qualified candidates to receive limited public funds for their City election campaigns;
- Receives, reviews, and audits campaign statements filed by City candidates and officeholders;
- Maintains candidate personal financial disclosure statements;
- Assists City officials, candidates, campaign treasurers, and the public in understanding and complying with the City’s campaign finance laws; and
- Investigates complaints and allegations of violations of City campaign finance law.

Resources available from the City Ethics Commission include:

- **Disclosure statements**: campaign statements that detail political fundraising and expenditure activity of candidates and elected City officials – available online or at the Commission’s office; and economic interest statements filed by candidates and City officials under conflict of interest laws;
- **Electronic campaign database** to view and search campaign contribution and expenditure information online and allow candidates and elected officials to file their disclosure statements electronically; and
- **Informational materials** for candidates, press, and the public that explain the City’s campaign finance laws, including Candidate’s Guide to Running for City office; Information for Contributors; Non-Candidate Spending Guide (Frequently Asked Questions about Independent Expenditures and Member Communications) and Guide to the Public Matching Funds Program.

The Commission also administers and enforces the City’s lobbying and governmental ethics laws. To learn more about the City Ethics Commission and its work, please visit the Commission’s website at [http://ethics.lacity.org](http://ethics.lacity.org) or call (213) 978-1960.
Outreach Programs

The Office of the City Clerk - Election Division’s outreach programs are cooperative efforts between City government, other governmental agencies and private industry. For the Council District 15 Special Runoff Election, outreach activities will comprise of the following:

PUBLIC SERVICE ANNOUNCEMENTS

Five public service announcements (PSAs) produced by the Election Division will be distributed to local area television networks and broadcast on local cable television stations.

- “Be a Pollworker/ Hero”
- “Election Day Reminder/ It’s Cool to Vote” (2007 Emmy Award-winning PSA)
- “Find Your Polling Place”
- “Voting Technology/ InkaVote Plus”
- “Vote-By-Mail/ Ballot Buddy”

LOS ANGELES CITYVIEW CHANNEL 35

Following its commitment to inform residents about civic issues affecting Los Angeles, L.A. CityView Channel 35 partners with the Election Division to broadcast comprehensive information about the election, its candidates and ballot measures. L.A. CityView broadcasts the Election Division’s Election Night results, PSAs, announcements through its CityText service and press conferences. The station also airs candidate statements and, on its news program, “L.A. This Week,” informative interviews with Election Division officials.

MEDIA INTERVIEWS AND PRESENTATIONS

Understanding that the election of local officials affects all residents living within the jurisdictions of the City of Los Angeles, the Los Angeles Unified School District and the Los Angeles Community College District, each election season, the Election Division grants interviews to newspapers, radio and television stations and digital media outlets. A great effort is also made to reach out to ethnic news organizations operating in the greater Los Angeles area. To garner attention for the election, the Election Division will host Media Day, a press conference, on December 22, 2011.

COMMUNITY-BASED ORGANIZATIONS

Community-based organizations provide an integral link directly to the communities and issues they serve. The Election Division works to keep these organizations informed of its projects by sending periodic updates, making presentations and inviting representatives to its public events.

- Asian Pacific American Legal Center (APALC)
- Asian Pacific Islander Americans (APIA VOTE!)
- California Common Cause
- Center for Asian Americans United for Self Empowerment (CAUSE)
- Central American Resource Center (CARECEN)
- Chinatown Service Center
- Chinese American Museum
- Chinese Chamber of Commerce

(continued)
Outreach Programs
(continued)

- Disability Rights California
- Filipino American Service Group, Inc. (FASGI)
- Filipino American Community of Los Angeles, Inc. (FACLA)
- Korean American Coalition (KAC)
- Korean Resource Center (KRC)
- Korean Senior Citizens Association of San Fernando Valley
- League of Women Voters (LWV)
- Little Tokyo Service Center (LTSC)
- Mexican American Legal Defense and Education Fund (MALDEF)
- National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund
- National Korean American Service and Education Consortium (NAKASEC)
- Organization of Chinese Americans (OCA)/Greater Los Angeles
- Southwest Voter Registration Education Program (SVREP)

GENERAL PROGRAMS
The Election Division has created election programs targeted to fill special needs. It makes a great effort to reach out to voters, raising awareness about the election through informational programs, promoting understanding of voting procedures and offering voter registration forms. In order to staff the large number of voting precincts required for each election, the Election Division recruits pollworkers through two programs: the Precinct Board Member Recruitment Program and the STAR Student Pollworker Program.

OUTREACH MATERIAL
The Election Division creates a multitude of printed materials to share with voters, community organizations and the media about the election and its processes.

- Pollworker Recruitment Flyer and Brochure
- Polling Place Recruitment Brochure
- Council District 15 Voter Guide
- Council District 15 Voter Info Postcard

These materials can be viewed in the expanded version of this handbook, located online at the Election Division website: http://cityclerk.lacity.org/election.
The City of Los Angeles is required by federal, State and City regulations to provide voting materials and voting assistance at the polls in the languages of Chinese (Mandarin/Cantonese), Hindi, Japanese, Khmer, Korean, Spanish, Tagalog and Vietnamese.

For the January 17, 2012 Council District 15 Special Runoff Election, the Office of the City Clerk - Election Division has identified 64 precincts where assistance is needed in one or more federally-mandated languages. These precincts will require 66 bilingual pollworkers to staff them.

In addition, the Election Division has created a year-round Multilingual Outreach Section (also known as the Multilingual Voter Outreach Unit or MVOU) and a community outreach committee, the Los Angeles Votes Committee (LAVC), dedicated to meeting the needs of limited-English proficient voters living in the City of Los Angeles.

MULTILINGUAL VOTER OUTREACH UNIT

Inaugurated in November 2005, the MVOU ensures elections conducted by the City of Los Angeles are made equitable and accessible for all voters in the City, the Los Angeles Unified School District and the Los Angeles Community College District. In order to accomplish this mission, the Unit provides voters with timely and adequate election information and assistance in English and the eight federally-mandated languages. The goal of the MVOU is to enhance the accessibility and, ultimately, the voting experience for all voters, specifically those with limited English proficiency, resulting in their increased electoral participation.

The MVOU conducts extensive outreach efforts throughout the greater Los Angeles area. Outreach activities include recruiting bilingual pollworkers, producing multilingual voter materials and working with non-English print, radio and television media. The recruitment of bilingual pollworkers and distribution of multilingual voter materials are carried out by attending fairs, festivals and other community events. High school and college students are also targeted as potential bilingual pollworkers. In addition, multilingual voter materials are distributed to public libraries, community-based organizations, City departments and Council District offices.

LOS ANGELES VOTES COMMITTEE

In order to maintain an ongoing relationship with community organizations and voter engagement advocates throughout the year, the Election Division created the LAVC. The primary objectives of the committee are to preview and review election materials and supplies that will be used in upcoming elections to conduct voter outreach, pollworker recruitment, and pollworker training; participate in pollworker and polling place recruitment efforts; form cross-organizational partnerships that will foster increased election awareness; develop strategies to increase bilingual pollworker participation rates; provide information on new voting equipment; and discuss and provide feedback on the language assistance programs and services offered by the Election Division to the general public.

The launch of the MVOU and the LAVC is a reflection of the City’s commitment to conduct transparent elections and incorporate diverse community voices into all aspects of the electoral process.

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Due to changes in Federal Voting Rights Act requirements, the City of Los Angeles now provides language assistance in Hindi and Khmer. Voters may request language assistance by calling the Election Division.
Polling Place Policies

The following is a summary of the Office of the City Clerk - Election Division's polling place policies. If you have any questions regarding these policies, please call our toll-free number at (866) 899-8683 (VOTE).

NO ELECTIONEERING – Electioneering, also known as campaigning, cannot take place within 100 feet of any polling place. This includes possessing a simulated sample ballot that is visible to other individuals. If someone displays a simulated sample ballot at the polls, advise the voter to keep it hidden from other individuals. Any questions should be directed to the Election Division at (213) 978-0444 or toll free at (888) 873-1000.

THE POLLING PLACE IS PUBLIC – Bystanders are permitted to watch, but they must not interfere with the voting or the ballot counting processes.

NO SMOKING – Smoking is not allowed in the polling place. State and local regulations regarding allowable smoking distance from buildings must also be followed.

VOTING BOOTH – A voting booth may not be occupied by more than one person at a time, except when a voter is being assisted or is accompanied by small children. Voting booths must also be in full view of the precinct board at all times and placed so that no one, except voters, passes between the precinct board and the booths.

THE PRECINCT BOARD – The precinct board typically consists of one inspector and three clerks. All four are also known as “pollworkers.” A majority of the board must be present at all times.

ADDITIONAL GUIDELINES
- Regardless of weather, the United States flag must be displayed in a prominent place while the polls are open.
- It is prohibited by law for any person to remove, tear down or deface signs identifying the location of a polling place or identifying areas within 100 feet of any polling place.
- It is prohibited by law to deface or destroy voting supplies or to remove any of the materials needed to assist voters.
- Absolutely no one, except election officials or members of the precinct board, may receive a voted ballot from a voter.
- Absolutely no one may solicit a voter to show his or her ballot.
- Apart from a person assisting a voter or the precinct board when its members are preparing the Official Ballot Statement, no one other than the voter may examine a voted ballot.

(continued)
Polling Place Policies
(continued)

• The use or threat of force, violence, coercion or intimidation to compel a person to vote or refrain from voting is prohibited by law.

• Any person possessing a firearm and/or wearing a security guard uniform is prohibited by law from being stationed within 100 feet of any polling place without written permission from the Election Division.

• No one is permitted to hire or arrange for an armed or uniformed individual to be stationed within 100 feet of a polling place, solely for Election Day, without written authorization from the Election Division.

PUBLIC OBSERVATION
Elections are public events. The public, as well as the media, are invited to observe the entire election process. However, there are also certain restrictions. This includes respecting the privacy of voters’ selections and refraining from interfering with the processing of ballots.

EXIT INTERVIEWS
It is recognized that exit interviews are part of the electoral process, however, voters entering the polls cannot be stopped or accosted. Exit interviews, taking place at least 25 feet away from the entrance to the polling place, are permitted after a voter has cast a ballot.

GUIDELINES FOR THE MEDIA
• Media representatives cannot violate voters’ privacy in the voting booth.

• Members of the media cannot film voters entering or leaving the polling place.

• The media are permitted to film the inside of the polling place, but only with the consent of the voters and precinct board members who are inside.

• Representatives from the media can interview voters with the voters’ consent but must do so at least 25 feet away from the entrance to the polling place.
PERIODIC ELECTION COUNT BULLETINS

The Office of the City Clerk - Election Division will issue periodic, unofficial tallies of votes on Election Night, January 17, 2012. The first bulletin will be issued after the polls close at 8:00 p.m. Beginning at approximately 8:30 p.m., bulletins will be issued in approximately 20- to 30-minute intervals until all precincts are accounted for. The first bulletin will contain only the vote counts for Vote-By-Mail ballots that were received and processed prior to Election Day. As ballots are received from the polling places and inspected, they will be added to the final count. Only unofficial results will be available Election Night, as many other ballots remain to be counted during the official canvass period following Election Day.

Four categories of ballots cannot be processed on Election Night and are processed in the days following the election:

- **Vote-By-Mail ballots** that are turned in on Election Day must first be processed before they can be counted. This includes verifying a voter’s signature prior to opening the Vote-By-Mail ballot envelope in order to remove the ballot for counting. Ballots that were received before Election Day, but not processed for the Election Night count will also be included in this category.

- **Provisional ballots** that are voted at the polls and sealed in pink envelopes must first be individually researched and verified with official records maintained by the Los Angeles County Registrar-Recorder/County Clerk before the ballots are counted or rejected in accordance with election laws. Approximately seven days before the election, precinct board members will receive by courier a Supplemental Roster which lists the newly registered voters. Some new voters might not have been processed by the County Registrar-Recorder in time to be included in the Supplemental Roster, however, these voters will be permitted to vote using the provisional ballot process. Following Election Day, after the voter’s registration has been verified, the ballot is separated from the envelope and processed for tallying.

- **Write-in ballots** cannot be counted on Election Night. Each ballot containing a write-in vote must be individually reviewed to determine whether or not the voter has voted for a qualified write-in candidate. The write-in ballot must be compared to the list of certified write-in candidates in order to make this determination.

- **Damaged ballots** cannot be processed on Election Night. Since these ballots cannot be processed through the election tally system, they must first be duplicated before being tabulated manually.

**STATEMENT OF VOTES CAST**

The Statement of Votes Cast is an unofficial report listing the election results by precinct within City of Los Angeles Council Districts. This report reflects only the votes tallied on Election Night. It will be available at approximately 12:00 p.m. on Wednesday, January 18, 2012, the day after Election Day.
Rules for Election Night Observers

The polling place collection depots and tally centers are open to the public; the inspection and tally of ballots (including Vote-By-Mail, provisional, write-in and ballots voted at the polls) are public processes. The Office of the City Clerk - Election Division will provide access to the media, candidates, their observers and the public to witness all ballot pre-inspection, inspection and tally processes.

However, since there are several activities occurring at the same time, and the maintenance of an orderly process is important, an observation area is designated for the public. Also, a guided tour for observers given by Election Division staff is offered to grant public access to the various Election Day activities at the Service Center.

In order to process ballots in a timely and accurate manner, all Election Night observers are expected to comply with the following rules:

- Sign in.
- Wear identification badges provided by the Election Division.
- Cell phones and pagers must be muted in the ballot inspection area.
- Conduct themselves in an orderly and professional manner.
- Must remain in areas designated by Election Division management.
- Cannot interfere with the work performed by election staff in any way.
- Aisles around workstations must be kept open for safety and access.
- Conduct conversations away from the ballot processing areas.
- Conversations with and questions directed to non-media Election Division staff or unauthorized personnel are not permitted.
- Procedural questions are to be directed toward supervisory staff or public affairs representatives.

Observers who fail to comply with the intent of these rules will have their observation privileges terminated and will be directed to leave the premises. These rules may be modified at the discretion of Election Division management.
After the Election

Election Canvass

WHAT IS THE CANVASS?

The election canvass process is an internal audit required by State law to ensure the accuracy of election results. The City Charter allows 21 days to conduct the official canvass of final election results. The official canvass of the January 17, 2012 Council District 15 Special Runoff Election begins on January 18, 2012 and will be concluded no later than February 7, 2012. All aspects of the canvass are open to public inspection. During the canvass period, Vote-By-Mail and provisional ballots that were not counted on Election Night are researched to validate eligibility. The canvass concludes with the certification and issuance of official election results. Major components of the official canvass are listed below.

AUDIT

Roster Reconciliation

Following the close of the polls on Election Night, precinct board members are responsible for completing the Official Ballot Statement shown below, which is located on the front cover of each precinct’s Roster of Voters.

SAMPLE

<table>
<thead>
<tr>
<th>OFFICIAL BALLOT STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TOTAL OFFICIAL BALLOTS RECEIVED 1.__________</td>
</tr>
<tr>
<td>2. NUMBER OF SPOILED BALLOTS 2.__________</td>
</tr>
<tr>
<td>3. NUMBER OF BALLOTS ISSUED, BUT NOT RETURNED 3.__________</td>
</tr>
<tr>
<td>4. NUMBER OF UNUSED BALLOTS 4.__________</td>
</tr>
<tr>
<td>5. NUMBER OF PROVISIONAL BALLOT ENVELOPES (PINK) [NUMBER SHOULD AGREE WITH # OF NAMES ON PAGE 2] 5.__________</td>
</tr>
<tr>
<td>6. NUMBER OF VOTED BALLOTS [DO NOT INCLUDE VOTE-BY-MAIL OR PROVISIONAL BALLOTS] 6.__________</td>
</tr>
<tr>
<td>7. TOTAL LINES 2, 3, 4, 5 &amp; 6 [NUMBER SHOULD AgREE WITH LINE #1 ABOVE] 7.__________</td>
</tr>
<tr>
<td>8. TOTAL NUMBER OF AUDIO BALLOTS 8.__________</td>
</tr>
<tr>
<td>9. TOTAL LINES 6 &amp; 8 9.__________</td>
</tr>
<tr>
<td>10. TOTAL SIGNATURES ON ROSTER AND SUPPLEMENTAL ROSTER [NUMBER SHOULD AGREE WITH LINE #9 ABOVE] 10.__________</td>
</tr>
</tbody>
</table>

IF THERE IS ADifference BETWEEN LINES 9 & 10, PLEASE EXPLAIN:
DIFFERENCE: _____________________________________________
REASON: ________________________________________________

(continued)
As part of the official canvass, the number of signatures indicated by the inspector on the roster is compared to the number of ballots tabulated by the computer tally system.

One Percent Manual Tally
All voted ballots from a randomly selected sample size of one percent of all of precincts are manually counted and balanced against the computer counts to verify the accuracy of the election tally system. This process is required by law (California Elections Code Section 15360).

Ballots Added During Official Canvass
The following ballots are withheld from the tally system on Election Night: Vote-By-Mail, write-in, provisional and damaged. Once eligibility is determined, these ballots are added to the election results.

- **Vote-By-Mail ballots** that do not arrive in time to be processed for tabulation on Election Night, e.g., ballots that are turned in on Election Day to the Election Division office or dropped off at a polling place.

- **Write-in ballots** that must be individually reviewed to determine not only if the write-in vote is for a qualified candidate but also whether or not the voter also voted for a candidate listed on the ballot for the same office, i.e., “overvoted” the ballot.

- **Provisional ballots** that must be researched to determine a voter’s eligibility. Provisional ballots are issued at polling locations when a person’s voter registration record cannot immediately be verified.

- **Damaged ballots** that are unable to be processed through the election tally system and therefore must be manually duplicated prior to tabulation.
CITY OF LOS ANGELES ELECTION CODE
CHAPTER XIV, SECTIONS 1400 – 1402

Voter-Initiated Recounts
Within five days after the Los Angeles City Council’s declaration of the results of an election, any registered voter of the City or of the School District, in the case of Board of Education elections, may file a written request with the City Clerk to recount all of the votes cast at that election for candidates for any office, or for and against any measure.

The result of an election shall only be changed by conducting a complete recount of all precincts voting for an office or measure. Recounts are conducted in public.

Costs of Recount
Any request for recount, which must be made by a registered voter, shall be accompanied by a bond or cash deposit in a sum specified by ordinance, in a form satisfactory to the City Clerk. The bond or deposit shall be payable to the City of Los Angeles in the event that the recount does not change the result of the election. If the result of an election is changed by the recount, the expense of the recount shall be borne by the City, and the bond or cash deposit shall be returned to the registered voter who requested the recount. See Los Angeles City Election Code Section 1400(b) for specific requirements.

Electronic Recount
The fee for an electronic recount is $2,365 plus an additional $0.037 for each ballot recounted. This fee, in bond or cash, must be paid prior to commencing the recount. An electronic recount essentially involves the re-running of the specified ballots through the vote tabulating system.

Manual Recount
The fee for a manual recount is $2,200 plus an additional $0.84 for each ballot recounted. This fee, in bond or cash, must be paid prior to commencing the recount. A manual recount involves hand tabulation of the votes cast.

The Recount Board
The Recount Board presides over the recount and consists of the Mayor, the City Attorney and the City Clerk. The board is authorized to employ additional persons as necessary to assist in conducting the recount, subject to City Council approval by resolution. The recount shall commence within seven calendar days after the City Clerk’s acceptance of the recount request.

Recount Results
Upon completion of the recount of an election contest, the Recount Board certifies the result in writing to the City Council, and the City Council declares that result. If any candidate who had not been declared nominated or elected is found by the recount to be entitled to nomination or election, the City Council shall declare and direct that the proper certification of nomination or election be issued. If by the recount it is determined that the result of a ballot measure election is different than has already been declared, the City Council shall declare the correct result.
WHY ARE THE ELECTION DIVISION’S PHONE LINES SO BUSY ON ELECTION DAY?

On Election Day, we receive thousands of phone calls from voters, pollworkers, troubleshooting staff, the media and candidates who are all seeking or reporting election information. In an effort to answer all the calls we receive, we have implemented an Automatic Call Director System to assist with managing our large call volume. This system prevents callers from receiving a voice mail when all of our telephone operators are busy assisting other callers.

Depending on the nature of the call, callers will be directed to press a number for the topic with which they need assistance. If all the operators who are designated to answer that type of call are busy, the call will be placed in the hold queue until an operator becomes available. While callers are on hold, they will hear other options available to find their polling place, such as on the internet, on the back cover of their Official Sample Ballot, or on Los Angeles County’s automated phone system. While callers are waiting on the line, the recording will list information available on the Office of the City Clerk - Election Division's website and direct callers there.

To reach the Election Division, call our office toll free at (888) 873-1000 or visit our website at: http://cityclerk.lacity.org/election.

I LOST MY VOTE-BY-MAIL BALLOT. CAN I STILL VOTE?

Yes. If it is at least seven days before the election, you can request a second Vote-By-Mail ballot. If there is not enough time to receive a replacement Vote-By-Mail ballot, you can still vote at the polls by using the provisional ballot procedure. A provisional ballot permits you to vote but deviates from the general voting procedure in that the voter places the voted ballot in a sealed envelope, which pollworkers will then set aside until it is verified that the original Vote-By-Mail ballot has not been received.

WHERE DO I GO TO VOTE ON ELECTION DAY?

Your polling place address is listed on the back cover of your Official Sample Ballot. In the case of a change in your polling place location, a postcard or letter will be mailed to you. In addition, you can look up your polling place on the Election Division web page: http://cityclerk.lacity.org/election. You may also call the Election Division at (213) 978-0444 or toll free at (888) 873-1000.
WHY HAS MY POLLING PLACE CHANGED?
While every effort is made to maintain the same polling places for each election, it is not always possible to do so. There are a variety of reasons for a change of location; the most common are:

- Precinct boundaries may change because of shifts in population, thereby necessitating a change in some polling place locations.
- Polling place locations are not permanent and are subject to the availability of public buildings, churches, private residences, etc. for each election.
- A more suitable polling place may be found that, for example, has better parking or is more accessible to voters with disabilities.

WHAT ARE THE SAFEGUARDS TO PREVENT FRAUD DURING VOTE COUNTING?
As required by law, the computer system that counts ballots has been approved by the California Secretary of State. In addition, the following steps are also taken:

- The counting program used to conduct the election will be placed in escrow prior to the election.
- Logic and accuracy tests are conducted before, during and after vote tallying on Election Night.
- Voted ballots from a randomly selected sample size of one percent of all precincts are manually tallied and balanced against the corresponding computer counts to verify the accuracy of the computer count during the 21-day certification process.

WHY DOES IT TAKE SO LONG TO GET FINAL RESULTS AFTER ELECTION DAY?
Not all of the ballots cast on Election Day can be counted that night. The ballots that are counted include ballots cast at the polls and Vote-By-Mail ballots that were received and processed before Election Day. Ballots that are not counted on Election Night include: Vote-By-Mail ballots received but not processed before Election Day, Vote-By-Mail ballots received by 8:00 p.m. on Election Day, write-in ballots, provisional ballots that are voted at the polls and damaged ballots that need to be hand processed before being counted.
WHAT PROVISIONS ARE MADE FOR MULTILINGUAL VOTERS?
Federal law requires election jurisdictions to provide voting materials in languages other than English under specified conditions. In Los Angeles, there are eight languages which qualify under federal law: Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog and Vietnamese. The City of Los Angeles prints the Official Sample Ballot in each of these languages and will mail copies to voters who request it. In addition, each polling place has copies of the Official Sample Ballot in each language for the voter’s use. Voters may call (800) 944-VOTE (8683) for language assistance or to request a sample ballot in any of the federally-mandated languages.

WHAT PROVISIONS ARE MADE FOR VOTERS WITH DISABILITIES?
• **Accessible Polling Places**: The international symbol of access is printed on each Official Sample Ballot to indicate if a polling place is accessible to wheelchairs. Approximately 90 percent of our polls are accessible to voters who use wheelchairs.

• **CurbSide Voting**: Any voter who cannot reach the voting area at the polls because of architectural barriers or physical limitations may request to vote at “curbside.” A pollworker will bring a ballot and vote recorder to the voter, provide assistance if necessary and place the voter’s ballot in the ballot box.

• **Wheelchair-Height Voting Booths**: Voting booths designed to accommodate voters who use wheelchairs are available at all polling places.

• **Special Ink Marker Aid**: For any voter who may have trouble grasping the special ink marker, a Disabled Voter Marking Attachment (blue sponge ball) is placed on top of the pen for easy use.

• **Permanent Vote-By-Mail Voting**: California law permits any voter to apply for permanent Vote-By-Mail status. These voters are automatically sent a Vote-By-Mail ballot for each election, whether conducted by the Los Angeles County Registrar-Recorder/County Clerk or the City of Los Angeles.

• **TTY Services for the Hearing Impaired**: A telecommunications device (TTY) is available for any voter who has a hearing impairment. The TTY service number in the City of Los Angeles is 3-1-1. Outside the City, the contact number is (213) 485-2121.

• **Audio Recordings of the Official Sample Ballot**: Recordings of the ballot have been prepared in English, Chinese (Cantonese and Mandarin), Japanese, Korean, Spanish, Tagalog and Vietnamese. They are available through the Braille Institute Library at (323) 660-3880 or at the Richard J. Riordan Central Library at 630 W. 5th St., Los Angeles, CA 90012.
WHEN IS IT NECESSARY TO RE-REGISTER TO VOTE?
When you move, change your name or wish to change your political party affiliation, it is necessary to re-register to vote. Your voter registration record should always reflect your current address to ensure that you receive the correct election material containing candidates and measures appropriate to your current residence area.

I DID NOT VOTE IN THE LAST ELECTION. DO I NEED TO RE-REGISTER?
No. You are registered to vote as long as you remain at the same address, and you should continue to receive election material in the mail. If you move to a different address or have not voted in the last several elections, however, you may be sent a notice requesting that you either confirm that you have not moved or provide current residence address information. Your registration may be canceled if you fail to respond to an address confirmation notice or if you have not voted in any elections occurring between the date of the notice and two consecutive federal government elections.