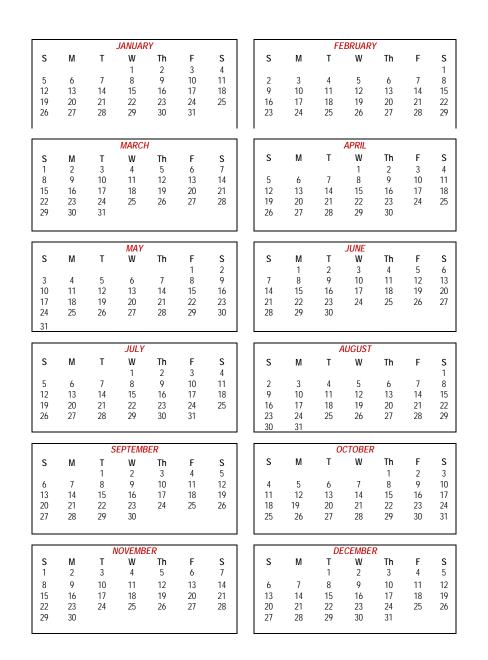
# **2020**







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

### **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 <u>120 days</u> 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. Celia Zavala	Mr. Dean C. Logan
Executive Officer	Registrar-Recorder/County Clerk
Board of Supervisors	Election Coordination Unit
Kenneth Hahn Hall of	12400 Imperial Hwy., 2 <sup>nd</sup> Floor
Administration	Rm 2013A
500 West Temple Street, Rm 383 Los Angeles, CA 90012	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.

	INFORMATIO	ON SHEET	ELECTION DATE
Cay	City Clerk Name		Election Contact Person
MAILING ADDRESS:			
Office Phone No.	Fax No.	Enal	Office Hours/Days
BALLOT TYPE: OPTICAL SCA	N		
320			ELECTION SUPPLIER
OFFICES TO APPEAR ON BALLOT:	INDICATE FULL OR UNEXPIRED TERM (If unexpired most include date of expiration) (example 61/2001)	NO. TO BE ELECTED	HOW ELECTED: (By District, At Large, or Nominated by District and Elected at Large)
	D Full Term D Compared Term Date		By District Ar Large Neminated by District and Elected at Large
	C Full Term C Unsequent Term Date		By Duction Ar Large Nexultaned by District and Elected at Large
	D Full Term D Unerspired Term Date		By District At Large Neminated by District and Elected at Large
	D Full Term D Userpowl Term Date		By Donict Ar Large Noninared by Dionict and Elected or Large
	D Full Term D Unergized Term Date		By Distant As Large Nominated by Distant and Elected at Large
NO. OF MEASURES TO APPEAR O	N BALLOT: (IF ANY)	P	OLL HOURS: to
Resolutions calling the election and Registrar-Recorder/County Clerk on		re sent to the Bo	ard of Supervisors and a copy to the
DATED	BY		
DATED		CITY CLERK OR A	NUTHORIZED REPRESENTATIVE
RETURN FORM VIA EMAIL TO:	ecu@rrcc.	lacounty.gov	
OR FAX IT TO:	(562) 406-3	the second s	
FORM CAN ALSO BE MAILED TO:			

Copies of this pamphlet and the "Information Sheet" may also be accessed on the RR/CC website at <u>www.lavote.net</u>. 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 **T** or email at ecu@rrcc.lacounty.gov.