

2021



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

JANUARY

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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

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 elections approximately **120 days** before the election. The resolutions **stand alone** 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
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, School District Measures**, 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 _____

QUESTIONNAIRE

City _____

Mailing Address _____

CITY CLERK NAME _____ ELECTION CONTACT PERSON & TITLE (if different from City Clerk) _____

General Telephone No. (Public Use Only) _____ Telephone No. (RR/CC Use Only) _____ Fax No. _____

Email _____ 2nd Email _____ Business Hours _____

OFFICES TO APPEAR ON BALLOT:	DISTRICT NO. (# only)	INDICATE FULL OR UNEXPIRED TERM (If unexpired, <u>must</u> include date of expiration) (example: 04/01/12)	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

IF ANY MEASURES ARE TO APPEAR ON BALLOT, PLEASE INDICATE NO. OF MEASURES AND TYPE (BOND, SPECIAL TAX, OTHER). _____

CANDIDATE STATEMENTS (✓ check one)
No. of words allowed: 200 or 400 (✓ check one)

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. Advanced deposit, City will bill after election.
 Other _____

Please provide the anticipated date your resolutions will be sent to the Board of Supervisors and a copy to the Registrar-Recorder/County Clerk (Election Coordination Unit) calling and requesting consolidation with the election: _____

Mailing Date _____

Date _____ Print Name and Signature of Authorized Representative _____

RETURN FORM VIA EMAIL TO: ecu@rrcc.lacounty.gov
OR FAX IT TO: (562) 406-2149
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

S:\FORMS (ECU & RRCC)\QUESTIONNAIRE\2020\CITY

Copies of this pamphlet and the “Questionnaire” 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.