JANUARY								
S	M	T	W	Th	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

FEBRUARY									
S	M	T	W	Th	F	S			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21 28	22	23	24	25	26	27			

			MARCH	1		
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL									
S	M	T	W	Th	F	S			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23 30	24			
25	26	27	28	29	30				

			MAY			
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

			JUNE			
S	M	Т	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

			JULY			
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST									
S	M	T	W	Th	F	S			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							

SEPTEMBER									
S	M	T	W	Th	F	S			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

OCTOBER									
S	M	T	W	Th	F	S			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

NOVEMBER								
S	M	T	W	Th	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

DECEMBER								
S	M	T	W	Th	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			





# 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 <u>120 days</u> 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., 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, 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.

CITY CLERINAME  CITY CLERY  CHARLES  CONTINUE  CITY CLERY  CITY CL					Election Date
CETY CLERENAME  CENERAL TELEPHONE No. (RM/CC Use Only)  Email  DFICES TO APPEAR ON BALLOT:  (**Pers)  DESTRICT NO.  (**Pers)  DESTRICT NO.  (**Pers)  Destrict Telephone No. (RM/CC Use Only)  Destrict Telephone No. (RM/CC Use Only)  Fan No.  DESTRICT NO.  (**Pers)  DESTRICT NO.  (**Pers)  Destrict Telephone No. (RM/CC Use Only)  Fan No.  DESTRICT NO.  (**Pers)  Destrict Telephone No. (RM/CC Use Only)  Fan No.  DESTRICT NO.  (**Pers)  Destrict Telephone No. (RM/CC Use Only)  Fan No.  Destrict Telephone No.  Destrict Telephone No. (RM/CC Use Only)  Fan No.  Destrict Telephone No			QUESTIONNAIRE		
General Telephone No. (Public Use Only)  Email  DFICES TO APPEAR ON BALLOT:  (**Persy)  DFICES TO APPEAR ON BALLOT:  (**Persy)  DEMANDED TERM (**P			City		
General Telephone No. (Public Use Only)  Email  OFFICES TO APPEAR ON BALLOT:  (Favry)  DESTRICT NO.  DESTRI			Mailing Address		
OFFICES TO APPEAR ON BALLOT:    DISTRICT NO.   INDICATE FULL OR   No. To Be   Unexpired Turns   District and Elected of Lurge   Political and Elected of Lurge   Poli	CITY CLERKNA	AME	ELECTIC	ON CONTACT PERSO	N & TITLE (If different from City Clerk)
OFFICES TO APPEAR ON BALLOT:    DISTRICT NO.   INDICATE FULL OR   No. To Be   Discreted   District August   District Aug	General Telephone No. (Public Us	e Only)	Telephone No. (RR/CC Use Only)		Fax No.
Campion   Camp	Email		2 <sup>rd</sup> Email		Business Hours
	OFFICES TO APPEAR ON BALLOT:		UNEXPIRED TERM (If unexpired, must include date of expiration)		(By District, At Large, or Nominated by District and
Pai Turn					
PAT TWN   Supplied Term   Supplied Series of Large   Supplied Series of Large   Supplied Series   Su			□ Full Term		☐ By District
Pall Term					At Large
CANDIDATE STATEMENTS (FOR One)   Special and Elected at Large					
Dote   Shortward by Clinick and Elected at Large   Shortward by Clinick and Elected at Large   Shortward   Short					
Date   Seminated by Clinicit and Elected at Large   Sylpicity   Seminated by Clinicit and Elected at Large   Sylpicity   Seminated by Clinicit and Elected at Large   Sylpicity   Seminated by Clinicit and Elected at Large   Seminated by Clinicity   Seminated b			☐ Full Term		☐ By District
FAIT TEAT   Sylvatrice   Sylv					
Unsupires Term					
FANY MEASURES ARE TO APPEAR ON BALLOT, PLEASE MODICATE NO. OF MEASURES AND TIPE (MODICATE NO. OF MEASURES AND TIPE NO. OF MEASURE					
PEASE MOLOIT NO. OF MEASURES AND TIPE  (BOND, SPECIAL TAX, OTHER).    Payment of the estimated cost must be made by (Crock long)					
PEASE MOLOIT NO. OF MEASURES AND TIPE  (BOND, SPECIAL TAX, OTHER).    Payment of the estimated cost must be made by (Crock long)					
Payment of the estimated cost must be made by the condidate at time of filing.   City will bill andidate after the election.   Advanced deposit, City will bill after election.   City will be sent to the Board of Supervisors and a copy to the Registrar-Recorder/County City City of Supervisors and a copy to the Registrar-Recorder/County City City of Supervisors and a copy to the Registrar-Recorder/County City of Supervisors and a copy to the Recorder/County City of Supervisors and a copy to th					
the confident as time of filing.    Clay will be set he cost for all statements.   Clay will bell after elective Coordinates and a copy to the Registrar-Recorder/Country C (Election Coordination Unit) calling and requesting consolidation with the election:    Mailing Date   Mailing and requesting consolidation with the election:   Mailing Date   Print Name and Signature of Authorized Representative	(BOND, SPECIAL TAX, OTHER).	_			
City will been the cost for all internents.   Other		☐ Pays	ment of the estimated cost must be candidate at time of filing.	be made by	
Citiestion Coordination Unit) calling and requesting consolidation with the election:					
RETURN FORM VIA EMAIL TO:  OR FAX IT TO:  (982) 406-2149  FORM CAN ALSO BE MAILED TO:  LOS ANCELES COUNTY EGISTRAR RECORDER/COUNTY CLERK ATTRE ELECTION COORDINATION UNIT, ROOM 20134  LOS ANCELES INFORMAT  ATTRE ELECTION COORDINATION UNIT, ROOM 20134  HORRAFAL, CALLFORNIA, 96509			idation with the election:	ervisors and a co	py to the Registrar-Recorder/County C
OR FAX IT TO: (583) 469-349 FORM CAN ALSO BE MAILED TO: SAMPLES COUNTY REGISTRAB SECORDES/COUNTY CLERK ATTH: FLICTION COORDINATION UNIT, ROOM 2015A 12400 MERSBAL HIGHWAY NORWALK, CALIFORNIA 90850	Date		Print Name and Signature	of Authorized Rep	resentative
OR FAX IT TO: (582) 406-5:149 FORM CAN ALSO BE MAILED TO: (582) 406-5:149 LOS ANGELES COUNTY REGISTRAB RECORDER/COUNTY CLERK ATTH: FLYCHON COORDINATION UNIT, ROOM 2015A 12400 NORTHERAL HIGHWAY NORWALK, CALIFORNIA 90850	RETURN FORM VIA EMAIL TO:	ecu@rro	cc.lacounty.gov		
ATTHE FLECTION COORDINATION UNIT, ROOM 2013A 12400 IMPERIAL HICHWAY NORWALK, CALIFORNIA 90650	OR FAX IT TO:	(562) 40	6-2149		
s у/они s (co.) в воссудиватионния с усовой у	FORM CAN ALSO BE MAILED TO:	ATTN: E 12400 I	LECTION COORDINATION UNIT, RI		RK
	S:\FORMS (ECU & RRCC)\QUESTIONNAIRE\2020ICI				

Copies of this pamphlet and the "Questionnaire" may also be accessed on the RR/CC website at <a href="www.lavote.net">www.lavote.net</a>. 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.