

**ARROYO SECO  
NEIGHBORHOOD COUNCIL**  
POST OFFICE BOX 42254  
LOS ANGELES, CA 90042  
MESSAGE PHONE: 323-418-ASNC  
<http://www.asnc.us>

**OFFICERS**

Martha F. Benedict  
PRESIDENT

Nina Zlppay  
VICE-PRESIDENT

Valerie Harragin  
SECRETARY

Andrew Ptashnik  
TREASURER

Teresa Bonsell  
REGISTRAR

**CITY OF LOS ANGELES  
CALIFORNIA**



**AD HOC ELECTION COMMITTEE**

Chair Martha Benedict

Darlene Cabrera, Patricia Griffith, Joseph Riser, Gloria Sierra

**c/o EmpowerLA - DONE**  
200 N. Spring St., Suite 2005, Los Angeles, CA 90012  
Phone: (213) 978-1551  
Fax: (213) 978-1751

**GEOGRAPHICAL REPRESENTATIVES**

Andrea Moran, Hermon  
Judy Shane, Hermon  
Martha Benedict, Montecito Heights  
Roy Payan, Montecito Heights  
Darius Adle, Monterey Hills  
vacant, Monterey Hills  
Valerie Harragin, Mount Washington  
Christine Pierron, Mount Washington  
Andrew Ptashnik, Mount Washington  
Padraic Cassidy, Mount Washington  
Joseph Riser, Sycamore Grove  
Sergio Vidal-Echeverria, Sycamore Grove

**AT LARGE REPRESENTATIVES**

Teresa "Teri" Bonsell, At Large  
Tony Torres, At Large  
Terry Saltzman, Community Non-Profits  
Randall Zorick, Education & Youth  
Nina Zippay, Environment  
Margaret Barto, Faith-based Organizations  
Annie Sakamoto, Healthcare & Seniors  
Ariel Van Zandweghe, Recreation, Culture, & Arts  
Alfred Buhler, Retail, Wholesale, & Service Business

**ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)**

SPECIAL JOINT MEETING OF THE BOARD WITH

**THE AD HOC ELECTION COMMITTEE**

Wednesday, October 16, 2013 • 6:30 p.m. • Ramona Hall, 4580 North Figueroa Street, Los Angeles, CA 90065

**A G E N D A**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll-free at 311.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website by clicking or visiting [www.asnc.us](http://www.asnc.us).

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.

- 1. WELCOME AND INTRODUCTIONS** - Martha Benedict, chair (1 min.)
- 2. GENERAL PUBLIC COMMENT** (10 min.total) The public may provide comments to the committee on nonagenda items within the Neighborhood Councils subject matter jurisdiction. However, please note that under the Brown Act, the committee is prevented from acting on the issue you bring to its attention until the matter is agendaized for discussion at a future public meeting.
- 3. STIPULATION WORK SHEET** (15 min.) Discussion and possible action to recommend decisions to the Board of the Arroyo Seco Neighborhood Council on the Election Stipulation Worksheet for the April 2014 Election (see attached). Only Committee members may vote.
- 4. INPUT ON FUTURE AGENDA ITEMS** (5 min.)
- 5. ADJOURNMENT**

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### Election Procedures Stipulation Worksheet

The following information provides the primary elements for this Neighborhood Council (NC) election and is taken from the NC's Bylaws and 2012 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2014 Election Manual. Please take Board action to confirm the information and to provide the additional information (\*) needed to administer the election. We will then update the Bylaws accordingly. The defaults shall take effect if this worksheet is not returned to the Department of Neighborhood Empowerment (Department) by Friday, November 22, 2013. Please return via email to Elections@EmpowerLA.org or by fax to (213) 978 - 1751

Neighborhood Council \*

Region \*

#### Election Time:

Please provide a four (4) hour window between the hours of 9:00 a.m. to 8:00 p.m. for the Department to hold the elections. A six (6) hour window is available by request. Default will be 10:00 a.m. to 2:00 p.m. on Saturday or Sunday and 4:00 p.m. to 8:00 p.m. from Monday through Friday.

- Election Duration \*
- 4 Hours
  - 6 Hours
  - Other

Start Time \*

 :   AM

Hour Minutes

End Time \*

 :   AM

Hour Minutes

#### Election Location:

Polling Place must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the Election Day two hours before and after the election time window. The NC must confirm the location availability. Location fee maximum paid by Department: \$200. Default will be the Department's selection.

Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Location Phone \*

 - 

Area Code Phone Number

Location Contact Person \*

First Name Last Name

Contact Person's Email

ex: myname@example.c

Contact Person's Phone

 - 

Area Code Phone Number

Backup Location

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Location Phone

 - 

Area Code Phone Number

Location Contact Person

First Name Last Name

Contact Person's Email

ex: myname@example.c

Contact Person's Phone

 - 

Area Code Phone Number

**The NC boundaries, map, open Board seats and qualifications for candidates and voters for this election will be taken from the NC's approved Bylaws.**

*Candidate Verification: Candidates will be verified via documentation. Stakeholder Verification: Per bylaws. Minimum Stakeholder Voting Age: Per bylaws.*

Vote-by-Mail - available for the 2014 Election with a minimum \$500 start up fee and additional charges based on number of ballots and postage paid by the NC \*

- NO (Default)
- YES (Vote by Mail Elections are all self-affirmation for voters. This choice supersedes NC's Bylaws.

Translation - Please Specify which languages (in addition to English) that you wish to have on your Ballot: and at the Polling Place:

Neighborhood Council \*

**NC Election / Outreach Contact Information**

Election Chair \*

   
First Name Last Name

Election Chair's Email \*

 ex: myname@example.c

Election Chair's Phone \*

 -   
Area Code Phone Number

Outreach Chair \*

   
First Name Last Name

Outreach Chair's Email \*

 ex: myname@example.c

Outreach Chair's Phone \*

 -   
Area Code Phone Number

**DECLARATION**

*We, the persons authorized by the above-named Neighborhood Council to execute this Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's Bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document. We hereby confirm the accuracy of the EmpowerLA webpage for our NC's Board Roster, map and Bylaws.*

Date of Board Action:

    
Month Day Year

Board Vote: YES

 ex: 23

Board Vote: NO

 ex: 23

Board Vote: ABSTENTIONS

 ex: 23

President / Chair \*

   
First Name Last Name

President / Chair's E-mail \*

 ex: myname@example.c

President / Chair' Phone Number \*

 -   
Area Code Phone Number

Please Attach Board Resolution \*

 No file chosen

Please visit EmpowerLA.org and select Councils at the top menu, select your Neighborhood Council and confirm \*

- Your Board Roster Seats
- Your NC Map
- Your Bylaws

Please give us any comments, feedback, and or suggestions.

For further information, email [Elections@EmpowerLA.org](mailto:Elections@EmpowerLA.org) or call 818-293-8683.