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# REQUESTING SPECIFIED SERVICES

Registrar-Recorder/County Clerk



### 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.

# 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 must include a statement that "the City will reimburse the County for **all** costs incurred." Resolutions must be filed with:

#### **Board of Supervisors**

Jeff Levison
Interim 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( for Charter Cities), 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 QUESTIONNAIRE SHEET (sample 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

Questionnaire Sheet to the Election Coordination Unit will expedite the processing of specified service requests.

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Copies of this pamphlet and the "Questionnaire" may also be accessed on the RR/CC website at <a href="www.lavote.gov">www.lavote.gov</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 are or email at ecu@rrcc.lacounty.gov.