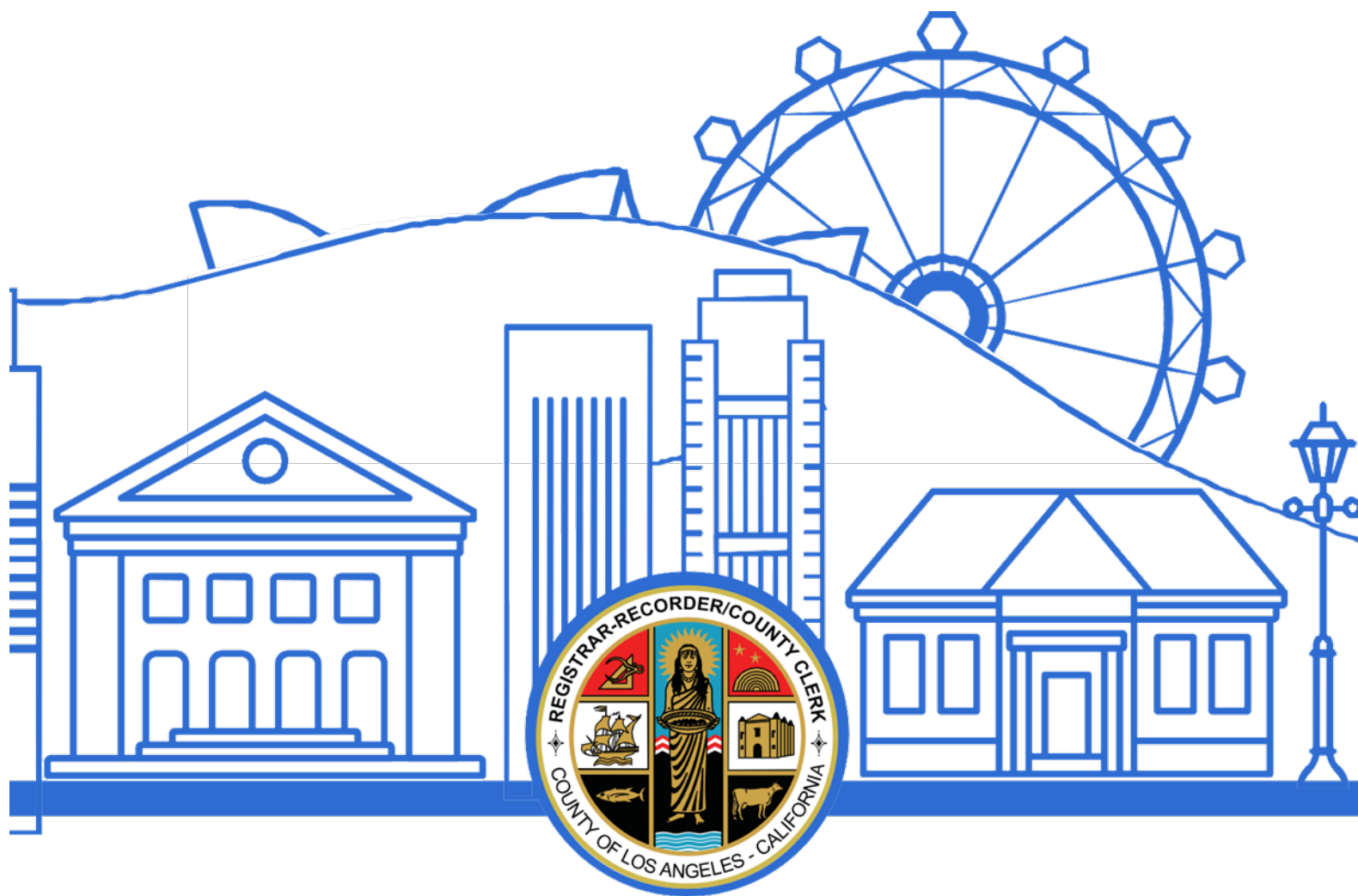




CITY “STAND-ALONE” ELECTION

Submitting a Request for Specific Services

This reference booklet is intended to address some of the most common questions regarding city stand-alone elections. It is for general guidance only and does not carry legal force or effect.

GENERAL INFORMATION — Under California State law, cities are permitted to conduct their municipal elections on designated dates. Cities that plan to request specific services for conducting stand-alone elections should notify the Registrar-Recorder/County Clerk (RR/CC) of their intent in advance of the scheduled election date.

ELECTION RESOLUTIONS — Cities are encouraged to file signed copies of the resolutions titled “[Calling the Election](#)” and “[Requesting Specified Services](#)” approximately **120 days** before the scheduled election. These resolutions must include a statement affirming that “**the City will reimburse the County for all costs incurred.**”

Completed resolutions should be filed with:

Board Supervisors	Registrar-Recorder/County Clerk
Edward Yen, Executive Officer Kenneth Hahn Hall of Administration 500 West Temple Street, Room 383 Los Angeles, California 90012	Dean Logan Attn: Election Coordination Unit 12400 Imperial Highway, 2nd Floor, Room 2013A Norwalk, California 90650

Resolutions must include all pertinent information required by the Registrar-Recorder/County Clerk (RR/CC) to properly schedule, initiate, and provide the specified services for stand-alone elections. The purpose of the election—such as a [Special Recall](#), [Special Measure](#), [General Municipal Election](#), or [School District Measure \(for Charter Cities\)](#)—must be clearly stated. Additionally, any requested specified services should be clearly defined in the resolutions to prevent confusion and avoid delays in approval.

LEGAL NOTICES — All legal notices should be published (Notice of Election, Notice of List of Nominees, Tally Center Locations, etc.).

The RR/CC will make every effort to accommodate all specified service requests. In the event of unanticipated scheduling conflicts or unavailability of requested services, cities will be promptly notified.

QUESTIONNAIRE SHEET — This questionnaire is provided to cities to gather information regarding the election services they may request. The cooperation of the City Clerk in promptly completing and returning the Questionnaire Sheet to the Election Coordination Unit is essential to ensure the timely processing of specified service requests.

The following is the questionnaire sheet:

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK				
Election Date: _____				
QUESTIONNAIRE FOR STANDALONE MUNICIPAL ELECTIONS				
Select One: ☐ City Only: _____ ☐ City and School District: _____ ☐ School District: _____				
Mailing Address: _____				
City Clerk Name: _____	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 THE BALLOT	DISTRICT NUMBER (if any)	INDICATE FULL OR UNEXPIRED TERM (must include expiration date (01/01/01)) ☐ Full Term ☐ Unexpired Term, Date: _____	NUMBER TO BE ELECTED	HOW IS THE OFFICE ELECTED? ☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
		☐ Full Term ☐ Unexpired Term, Date: _____		☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
		☐ Full Term ☐ Unexpired Term, Date: _____		☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
		☐ Full Term ☐ Unexpired Term, Date: _____		☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
		☐ Full Term ☐ Unexpired Term, Date: _____		☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
		☐ Full Term ☐ Unexpired Term, Date: _____		☐ By District ☐ At Large ☐ Nominated by District and Elected at Large
Total Number of Measures: _____				
Please provide the anticipated date your resolutions will be delivered to the Board of Supervisors and a copy to the Registrar-Recorder/County Clerk (Election Coordination Unit), calling and requesting Specified Services: _____				
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				

Copies of this pamphlet and the Questionnaire are available on the RR/CC website at www.lavote.gov. For additional information or questions regarding how to request specified services or the availability of specific services for **stand-alone** elections, For assistance, please contact the Election Coordination Unit at (562) 462-2912 or via email at ecu@rrcc.lacounty.gov.

Legal Retention Following Special/Stand-Alone Elections — Per California Elections Code section 17302, it is mandated that Elections Officials preserve election material for state or local elections for **six months** following the election date. We have implemented a schedule to reach out to cities where special/stand-alone elections have been conducted. The purpose is to inquire and confirm whether there is any current or pending litigation associated with the election event that would prevent us from disposing of election material. Your cooperation allows us to maintain the necessary records while ensuring compliance with legal obligations. If you have any questions or concerns regarding the preservation schedule or disposal of election material, please contact Adrian Avelar at aavelar@rrcc.lacounty.gov.

2026

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