2021 NEIGHBORHOOD COUNCIL ELECTIONS

ELECTION INFORMATION WORKSHEET

The 2021 NC Elections will be all Vote-By-Mail. Please use this form to provide the Office of the City Clerk with your Neighborhood Council's preferred mail ballot drop box hours and location, translation preferences, and election chair for the 2021 Neighborhood Council Elections. This worksheet will supplement the policies and procedures in the Neighborhood Council 2021 Election Handbook.

Board action is required to confirm the information on this worksheet. If this worksheet is not returned to the City Clerk by **November 13, 2020**, the City Clerk will select the options for you.

PLEASE SUBMIT THIS FORM TO THE CITY CLERK BY NOVEMBER 13, 2020

1	**NEIGHBORHOOD COUNCIL:** _____
2	**DROP BOX HOURS:** Select a six to eight-hour window between the hours of 9:00 a.m. and 8:00 p.m. to have the drop box. _____:_____ ○ a.m./○ p.m. **TO** _____:_____ ○ a.m./○ p.m. START TIME END TIME
3	**DROP BOX LOCATION:** Provide a location (and an alternate) ***within*** your NC boundaries to use as a drop off location for NC ballots. The City Clerk will verify that this location is available on Election Day, complies with the Americans with Disabilities Act, and has adequate parking. The City Clerk reserves the right to use a facility that may not be a preferred location by the NC. **Facility Name**: _____ Address: _____ Location Contact Information: _____ Contact Name Email Phone Have you made contact with this location regarding the election? *(Optional)* ○ YES ○ NO **Alternate Facility Name**: _____ Address: _____ Location Contact Information: _____ Contact Name Email Phone Have you made contact with this location regarding the election? *(Optional)* ○ YES ○ NO

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4	**NC ELECTION BOARD CONTACT INFORMATION** Election Committee Chair:_____ Name Phone Email Secondary Contact: _____ Name Phone Email
5	**TRANSLATIONS:** Specify additional language(s) needed for the following forms. These documents will automatically be translated in Spanish and Korean. The Neighborhood Council **must** contribute $200 for each additional language. Candidate Filing Application:_____ Specify requested language(s) Vote-By-Mail Application:_____ Specify requested language(s)

NEIGHBORHOOD COUNCIL APPROVAL

By signing below, the President/Chair of the above-named Neighborhood Council declares under the penalty of perjury that the information in this Election Information Worksheet was approved as an official action of the Board per the Neighborhood Council's Bylaws at a Brown Act-noticed Neighborhood Council public meeting, held with a quorum of the Board present. If requested, the Neighborhood Council will provide the Neighborhood Council agenda, minutes, or resolution supporting the approval of this document.

Date of Board Action:_____ Board Vote: _____Yes _____No _____Abstentions

President/Chair:_____
Name Signature

_____
Phone Email