

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU PARTICIPATE IN A NC AS A COMMUNITY INTEREST STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **community interest stakeholder** and are eligible to run for or vote for an at-large, community-based organization, church, or education (or similar) seat. A community interest stakeholder is defined as a person who has involvement with a community organization within the NC's boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF COMMUNITY INTEREST

All documentation provided must, to a reasonable extent, show the stakeholder's involvement in the community, the stakeholder's name, and the address of the organization, business, school, etc. in which the stakeholder is involved within the NC.

- Personal business card, membership card or participation certificate;
- Receipt of membership dues;
- Staff/membership roster;
- Letter on official letterhead from school; church; or organization stating that you have a substantial & ongoing participation (see page 10 for a sample letter); or
- Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.

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SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. The organization's letterhead;
2. Date;
3. Name of Stakeholder;
4. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.);
5. Duration of the stakeholder's participation in the organization;
6. Contact information of the person writing the letter (if it does not appear in the letterhead);
7. ~~Local a~~Physical Address of the organization ~~(if it does not appear in the letterhead);~~ that has been continuously maintained within the boundaries of the neighborhood council for not less than one year;
8. Statement that the organization considers the stakeholder to be a substantial and ongoing participant in your organization;
9. Statement the community organization is non-profit; and
10. The organization representative's original signature, full printed name, and title.

Sample Text:

Date

City of Los Angeles
Office of the City Clerk
555 Ramirez St. Space 300

To Whom It May Concern:

[Stakeholder name] has been a member/student/participant/volunteer/employee of **[organization name]** from **[date]** to the present. We consider her/him to be a substantial and ongoing participant in our organization's activities. We are located at **[state your establishment's local address.]** **[Organization name]** has maintained this address since **[date]** and is a non-profit organization.

Sincerely,
[Signature]
Full name
Title