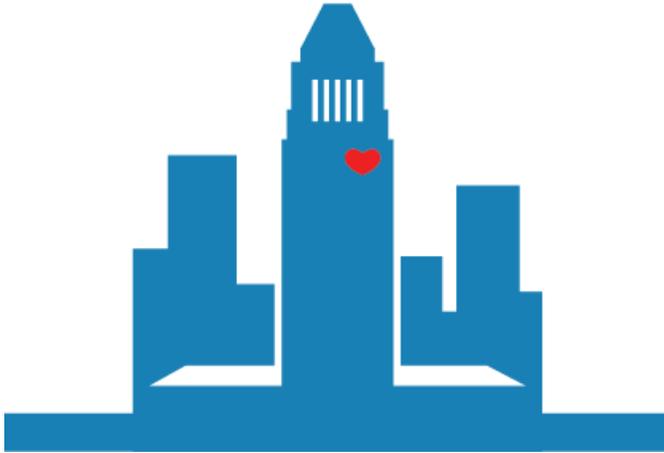


EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT



2018 NEIGHBORHOOD COUNCIL SUBDIVISION ELECTION GUIDE



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INTRODUCTION

The Neighborhood Council (NC) Subdivision Election process allows members of an existing Neighborhood Council to subdivide and create a new Neighborhood Council by putting the subdivision question to a vote of that Neighborhood Council's members. Prior to an election, EmpowerLA reviews and approves subdivision petitions, verifying that the proposed Neighborhood Council meets basic requirements set forth in the Plan for a Citywide System of Neighborhood Councils.

If a subdivision petition is approved, an election is held within 90 days. This guide will describe the subdivision election process and outline key rules and procedures.

If you have any questions, you may contact our office at 213-978-0444 or at clerk.electionsnc@lacity.org. Thank you

Holly L. Wolcott
City Clerk

ELECTION PROCESS AT A GLANCE

Upon approval of a subdivision application, elections will be held within 90 calendar days. The following is a brief explanation of what the subdivision election process will look like.

WHEN IS ELECTION DAY?

- Westwood Neighborhood Council: **May 22, 2018**
- Historic Cultural Neighborhood Council: **June 7, 2018**
- Wilshire Center-Koreatown Neighborhood Council: **June 19, 2018**

WHO CAN VOTE IN A SUBDIVISION ELECTION?

- A person is eligible to vote in a subdivision election if that person
 - o **Lives** in the established Neighborhood Council,
 - o **Works** in the established Neighborhood Council,
 - o **Owns real property** in the in the established Neighborhood Council, or
 - o Declares a stake in the neighborhood as a **Community Interest Stakeholder** and affirms a substantial and ongoing participation within the NC's boundaries. This may include participation or involvement in a community organization such as, but not limited to educational, non-profit, and/or religious organizations.
- Depending on your Neighborhood Council, you may have to provide proof of your stakeholder eligibility, such as a photo identification or other documentation. Please refer to page 8 for additional details.

WHERE DO I VOTE ON ELECTION DAY?

- There will be two polling places, each overseen and staffed by the City Clerk and EmpowerLA, within the Neighborhood Council for the 2018 Subdivision Elections; one specifically in the proposed subdivision boundaries and one outside those boundaries.

CAN I VOTE BY MAIL?

- Yes, voters can apply for a Vote-By-Mail ballot starting at **45 days** before Election Day.
- Ballots will be mailed beginning **30 days** before Election Day.
- The last day to request a Vote-By-Mail ballot will be **7 days** before Election Day to ensure a timely delivery to the voter.
- Vote-By-Mail ballots must be received by the City Clerk by Election Day. The completed ballot can be mailed or dropped off at the City Clerk's office.

CAN I VOTE ONLINE?

- No, an online voting option is not available for the 2018 Neighborhood Council Subdivision Elections.

HOW CAN I FIND OUT THE ELECTION RESULTS?

- Unofficial election results will be posted once all ballots are tabulated. The City Clerk will have up to seven business days to tally ballots and certify and post official results.

IMPORTANT ELECTION DATES

WESTWOOD NEIGHBORHOOD COUNCIL

Monday, March 19, 2018	DONE approves subdivision application.
Saturday, April 7, 2018	Online Vote-By-Mail application is available.
Monday, April 23, 2018	City Clerk begins mailing Vote-By-Mail ballots to voters.
Tuesday, May 15, 2018	Last day to request a Vote-By-Mail ballot.
Tuesday, May 22, 2018	ELECTION DAY

HISTORIC CULTURAL NEIGHBORHOOD COUNCIL

Monday, March 19, 2018	DONE approves subdivision application.
Monday, April 23, 2018	Online Vote-By-Mail application is available.
Tuesday, May 8, 2018	City Clerk begins mailing Vote-By-Mail ballots to voters.
Thursday, May 31, 2018	Last day to request a Vote-By-Mail ballot.
Thursday, June 7, 2018	ELECTION DAY

WILSHIRE CENTER-KORETOWN NEIGHBORHOOD COUNCIL

Friday, March 23, 2018	DONE approves subdivision application.
Saturday, May 5, 2018	Online Vote-By-Mail application is available.
Monday, May 21, 2018	City Clerk begins mailing Vote-By-Mail ballots to voters.
Tuesday, June 12, 2018	Last day to request a Vote-By-Mail ballot.
Tuesday, June 19, 2018	ELECTION DAY

SETTING UP A NEIGHBORHOOD COUNCIL SUBDIVISION ELECTION

Prior to Election Day, City Clerk staff will coordinate with EmpowerLA, subdivision applicants, and the affected Neighborhood Councils to recruit polling places, set election hours, and address logistical concerns.

POLLING PLACE RECRUITMENT

There will be two polling places, each overseen and staffed by the City Clerk and EmpowerLA, within the Neighborhood Council for the 2018 Subdivision Elections; one specifically within the proposed subdivision boundaries and one outside those boundaries.

When selecting a polling place, the City Clerk will take the following factors into consideration:

- Availability for date and time;
- Adequate floor space for voting equipment, staff, and a large number of voters;
- Accessibility as defined under the Americans with Disabilities Act of 1990, and
- Parking availability

To the extent possible, the City Clerk will follow the same polling place procedures as required for municipal elections. The City Clerk will also consider polling place recommendations from EmpowerLA, subdivision applicants, and affected Neighborhood Councils, but reserves the right to make the final decision when selecting the polling places.

POLL WORKERS

City Clerk staff will serve as poll workers for each subdivision election.

ATTENTION!

To ensure the integrity of the Neighborhood Council Subdivision Election process and prevent multiple instances of voting, poll workers will be instructed to stamp each voter's hand with a temporary ink when issuing ballots.

BALLOT DEVELOPMENT

Subdivision elections will only have one type of ballot, which will contain a brief statement followed by a Yes or No Question. For example:

<p>The ABC Formation Committee proposes to subdivide the XYZ Neighborhood Council to establish the 123 Neighborhood Council.</p> <p>Are you in favor of the 123 Neighborhood Council subdivision proposal?</p> <p>Yes or No?</p>

Additional ballot details:

- All ballots will be printed on 8^{1/2}" x 11" paper.
- For tracking purposes, each subdivision election will have different colored ballots for at-poll and Vote-By-Mail.

POLLING PLACE SUPPLIES

The City Clerk will assemble all polling place supplies for each subdivision election.

TRANSLATIONS

To the extent possible for the 2018 Neighborhood Council Subdivision Elections, the City Clerk will translate the at-poll Voter Registration Form and the Vote-By-Mail Application into the following languages:

- Bengali
- Chinese
- Farsi
- Korean
- Spanish

The City Clerk and EmpowerLA may also provide language assistance at the polls on Election Day.

HOW DO I VOTE?

In order to cast a vote in a subdivision election, you must qualify as an eligible stakeholder and either vote at a polling place on Election Day or vote by mail.

AM I ELIGIBLE TO VOTE?

In order to vote in your Neighborhood Council subdivision election you must:

1. **LIVE** within the established neighborhood council area,
2. **WORK** within the established neighborhood council area,
3. **OWN PROPERTY** within the established neighborhood council area, or
4. Declare a stake in the neighborhood as a **COMMUNITY INTEREST STAKEHOLDER** and affirm a substantial and ongoing participation within the affected neighborhood council boundaries. This may include participation or involvement in a community organization such as, but not limited to educational, non-profit, and/or religious organizations.

AND meet the applicable **MINIMUM VOTING AGE REQUIREMENT**. The voting age requirements for the 2018 Neighborhood Council Subdivision Elections are:

- Westwood: **17 years of age**
- Historic Cultural: **15 years of age**
- Wilshire Center-Koreatown: **16 years of age**

Voting age is determined by the existing Neighborhood Council bylaws.

DO I NEED TO PROVIDE IDENTIFICATION IN ORDER TO VOTE?

Depending on the specific Neighborhood Council Subdivision Election, you may be asked to produce identification and documentation supporting your eligibility to vote. Otherwise, you may be able to self-affirm or assert your eligibility to vote by signing the voter registration form or completing a Vote-By-Mail application without producing supporting documentation or identification.

For the 2018 Neighborhood Council Subdivision Elections voter verification requirements are:

- Westwood Neighborhood Council: **Self-Affirmation**
- Historic Cultural Neighborhood Council: **Documentation is required**
- Wilshire Center-Koreatown Neighborhood Council: **Documentation is required**

Please refer to **Attachment A: List of Acceptable Forms of Documentation** for additional details on what types of identification or documentation you can use to register to vote.

ATTENTION!

In Neighborhood Councils requiring documentation to verify voters, homeless voters will be exempt from providing such documentation if they affirm that they are homeless.

VOTING AT THE POLLS

All eligible stakeholders will have an opportunity to cast a ballot at a polling place on Election Day. For the 2018 Neighborhood Council Subdivision Elections, there will be two polling places per subdivision election.

VOTING BY MAIL

If you cannot vote at the polls on Election Day, you have an opportunity to apply for and cast a Vote-By-Mail ballot. You can apply for a Vote-By-Mail ballot online at

<https://clerkappsele.lacity.org/vbmreg/#/vbm> or with a paper application.

REMINDER!

If your Neighborhood Council Subdivision Election requires documents to support your eligibility to vote, you must provide this information when applying for a Vote-By-Mail ballot, unless you affirm that you are homeless.

IMPORTANT VOTE-BY-MAIL RULES

1. Vote-By-Mail ballot applications will be available starting 45 days before Election Day.
2. Vote-By-Mail ballots will be sent to voters beginning 30 days before Election Day.
3. Vote-By-Mail ballot applications will be available up until 7 days before Election Day to ensure a timely delivery to the voter.
4. Blank Vote-By-Mail applications may be distributed by groups or individuals, however, applications may not be completed, collected, or submitted on behalf of another person and will not be accepted.
5. Vote-By-Mail ballots **may not** be collected or submitted on behalf of another person unless an authorized agent is designated by completing the "Authorized Agent" portion of the Vote-By-Mail ballot return envelope.
6. Vote-By-Mail ballots must be received by the City Clerk by Election Day.
7. The City Clerk will maintain a roster of all persons issued a Vote-By-Mail ballot, and all those returning a Vote-By-Mail ballot. This roster will be provided to the polling place inspector for use in the voter registration process on Election Day.
8. If you do not have your Vote-By-Mail ballot to surrender, you must vote provisionally to allow the City Clerk to verify that you did not already cast your Vote-By-Mail ballot.

Please refer to **Attachment B: Vote-By-Mail Timeline** for additional information on key Vote-By-Mail dates for your subdivision election.

WHERE DO I SEND MY MAIL BALLOT?

Vote-By-Mail ballots must be sent to:

**Office of the City Clerk – Election Division
555 Ramirez Street, Space 300
Los Angeles, CA 90012**

Vote-By-Mail voters will be provided a return envelope with this address but must provide their own postage to mail in the completed ballot.

CAN I DROP OFF MY BALLOT AT THE POLLS ON ELECTION DAY?

Yes. If you received a Vote-By-Mail ballot but would like to vote at a polling place on Election Day, you must bring your Vote-By-Mail ballot and surrender it to the registration clerks before receiving an at-poll ballot or you can deposit your completed Vote-By-Mail ballot in the ballot box.

If you do not have your Vote-By-Mail ballot to surrender, you must vote provisionally to allow the City Clerk to verify that you did not already cast your Vote-By-Mail ballot.

WHAT IF I NEED A REPLACEMENT BALLOT?

If you lose your Vote-By-Mail ballot or if it was never delivered, please call the City Clerk at **(213) 978-0444** for specific instructions on how to receive a replacement ballot. If time permits, you may be sent a replacement ballot. If a replacement ballot cannot be sent to you in time before Election Day, you may still cast a provisional ballot at the polls on Election Day.

WHAT IF I AM HOMELESS? HOW CAN I APPLY FOR A VOTE-BY-MAIL BALLOT?

Paper applications are available to stakeholders if they cannot apply for a Vote-By-Mail ballot online. If you do not have a permanent mailing address, please call the City Clerk Monday through Friday, at (213) 978-0444, between 8:00 a.m. and 5:00 p.m., for assistance.

ELECTION RESULTS

TALLY LOCATION

Once the polls close on Election Day, all ballots will be secured and transported to the following address for tallying:

Office of the City Clerk – Election Division
555 Ramirez Street, Space 375
Los Angeles, CA 90012

TALLY PROCESS

Ballots will be tabulated and unofficial results will be posted on the Election Division website at <http://clerk.lacity.org/los-angeles-city-clerk-election-division> upon the completion of the tabulation. The City Clerk will post the tally start time on our website.

Barring any recounts or election challenges, official results should be available approximately 5 to 7 business days after Election Day.

HOW IS THE FINAL OUTCOME OF THE SUBDIVISION ELECTION DETERMINED?

A subdivision election outcome in favor or against is determined by a majority (50% + 1) of votes cast.

OBSERVERS, RECOUNTS, AND CHALLENGES

The tally process is open to the public for observation. All observers must sign in with the City Clerk and must follow posted observer guidelines.

Recounts will only be available by request from stakeholders who voted in the applicable subdivision election and if the vote margin is less than 1%. For the 2018 Neighborhood Council Subdivision Elections, election challenges will be processed according to the guidelines set forth in **Attachment C: Neighborhood Council Subdivision Election Challenge Process**. Challenges will be processed through EmpowerLA's website at <http://empowerla.org/election-challenge-process/>.

AFTER THE ELECTION

If a subdivision is approved, the certified Neighborhood Council(s) being subdivided must amend their bylaws within 30 days of the election to reflect changes to the boundaries and, if applicable, the board structure. Once amended, EmpowerLA and the Board of Neighborhood Commissioners will review and approve the revised bylaws.

Once the Board of Neighborhood Commissioners approves the bylaws, the Neighborhood Council listed in the subdivision petition shall be deemed a certified Neighborhood Council within the City of Los Angeles. The Neighborhood Council(s) from which the subdivision occurred remain certified after approval by the Commission of the updated bylaws.

BOARD SELECTION

The five stakeholders listed in the subdivision petition will be authorized to work with EmpowerLA and make decisions regarding the initial election or selection of the newly certified Neighborhood Council's governing board. This initial board will serve as an interim board until the next scheduled board member elections in 2019.

ELECTION RECORDS

The City Clerk will retain all election-related materials for a period of three months after the certification of election results. Thereafter, Neighborhood Council election related materials will be destroyed in accordance with citywide records destruction guidelines.

ATTACHMENT A

QUALIFYING DOCUMENTS for Neighborhood Council elections

NEED HELP? Write to clerk.electionsnclacity.org, or call (213) 978-0444.

PHOTO ID

Documents on the following list are acceptable proof of identity to vote in a Neighborhood Council election:

- CA driver's license
- CA identification card
- Passport
- Credit card with your photo on it
- Other picture ID showing your name - work, school, gym, club, etc.

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable, so long as they show both your name & a photo of you. **If your photo ID also shows an address within your Neighborhood Council boundaries, there is no need to provide a second document in order to confirm your local address.**

LIVE

Documents on the following list are acceptable proof that you live within the council boundaries:

- current mail with your name/address
- current utility bill with your name/home address
- current lease agreement
- current rent receipt
- letter from landlord, Renter's Association, Homeowner's Association, or Neighborhood Watch verifying your residency (see a sample letter [HERE](#))
- renter's insurance policy
- homeowner's insurance policy
- LA County property tax bill
- current mortgage statement
- deed
- Homeowner's Association bill
- County Assessor Parcel Number (APN) for your address

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable, so long as they show both your name and an address within the council boundaries.

WORK

Documents on the following list are acceptable proof that you work within the council boundaries. Please note that whatever you provide must show a business name, your name and an address that falls in the Neighborhood Council boundaries:

- current W2 or 1099
- project/job contract or service agreement

ATTACHMENT A

- work permit
- letter from employer on business letterhead (see sample letter [HERE](#))
- personal business card with your name + business name/address
- staff roster showing your name
- current business mail with your name/business name/business address
- pay stub or paycheck
- business lease or rental agreement
- business rental receipt
- invoices from vendors
- printed advertisement or business webpage (showing both your name as owner/employee + local address)
- commercial lease or rental receipt
- current City of LA business license
- CA State Board of Equalization resale certificate
- LA County property tax bill
- letter from local Business Improvement District or Chamber of Commerce stating you own the business or property in question (see sample letter [HERE](#))

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you work locally, so long as they show both your name and an address within the council boundaries.

OWN

Documents on the following list are acceptable proof that you own a residential or commercial property within the council boundaries:

- LA County property tax bill
- Current residential or commercial mortgage statement
- homeowner's insurance policy
- deed
- Homeowner's Association bill
- County Assessor Parcel Number (APN) for your address
- Letter from local Homeowners' Association verifying your ownership at that address (see a sample letter [HERE](#))
- Letter from local Business Improvement District (BID) or Chamber of Commerce verifying your ownership at that address (see a sample letter [HERE](#))

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you own a residential or commercial property locally, so long as they show both your name and an address within the council boundaries.

ONGOING & SUBSTANTIAL PARTICIPATION

Documents on the following list are acceptable proof that you have a "community interest" within the council boundaries, meaning that you have a substantial and ongoing participation with a group or organization within the area. In general, documents that verify that you are a community interest stakeholder should show both your name and the organization's name, as well as an address for the organization that falls within council boundaries:

- Personal business card, membership card or participation certificate
- Church, school or other organizational roster
- Flyer, agenda, calendar or newsletter

ATTACHMENT A

- Letter on official letterhead from school; church; or organization stating that you have a substantial & ongoing participation there (see a sample letter [HERE](#))
- Receipt for membership dues or contributions

...this list is for illustration purposes only, and is not meant to be exhaustive. There are additional documentation types that may be acceptable proof that you have a substantial and ongoing participation locally, so long as they show your name; the name of your organization; and an address within the council boundaries.

In addition, some Neighborhood Councils have specific ballots for stakeholders who qualify according to specific standards unique to that council. In general, in order to qualify in such situations, documents used to verify your status should still include your name; the name of any associated organization; and an address within the council boundaries.

Vote-By-Mail Key Dates

	Westwood	Historic Cultural	Wilshire Center- Koreatown
VBM application period opens:	Saturday, April 7, 2018	Monday, April 23, 2018	Saturday, May 5, 2018
VBM ballot mailing begins:	Monday, April 23, 2018	Tuesday, May 8, 2018	Monday, May 21, 2018
VBM application period ends:	Tuesday, May 15, 2018	Thursday, May 31, 2018	Tuesday, June 12, 2018
All ballots must be received (at polls or in office):	Tuesday, May 22, 2018	Thursday, June 7, 2018	Tuesday, June 19, 2018

If the time frame allotted for you to apply for a VBM ballot has expired, you may still vote in your upcoming Neighborhood Council Subdivision Election.

If you applied for **AND** received a Vote-By-Mail ballot, you may also drop off your completed ballot at your upcoming Neighborhood Council Subdivision Election.

Designated Polling Locations on Election Day:

Westwood	Historic Cultural	Wilshire Center- Koreatown
<p>UCLA – John Wooden Center 221 Westwood Plaza Los Angeles, CA 90095 (Enter on Sunset Blvd.)</p> <p>Westwood Recreation Center (Room C) 1350 S. Sepulveda Blvd. Los Angeles, CA 90025</p>	<p>Castelar Elementary School Multi-Purpose Room (MPR) 840 Yale Street Los Angeles, CA 90012</p> <p>Lot 613 613 Imperial St. Los Angeles, CA 90021</p>	<p>Harvard Elementary School Multi-Purpose Room (MPR) 330 N. Harvard Blvd. Los Angeles, CA 90004</p> <p>Founders Church of Religious Science Hornaday Hall 3281 W. 6th St. Los Angeles, CA 90020</p>

ATTACHMENT C: ELECTION CHALLENGES

Any stakeholder who voted in an applicable Neighborhood Council Subdivision Election may file a challenge to the conduct of that election no later than 5:00 p.m. on the 3rd business day after the first posting of unofficial results by filing an election challenge on the EmpowerLA Election Challenge Portal <http://empowerla.org/election-challenge-process/>. Instructions on how to file a challenge and challenge processing are provided on the Portal. If you do not have access to a computer, please call EmpowerLA at (213) 978-1551 for assistance.

WHAT ARE THE CHALLENGE REQUIREMENTS?

A written challenge request must meet the following requirements:

1. Identify the basis for the challenge to the election.
2. Identify the person(s) issuing the challenge and their contact information.
3. Identify up to 3 witnesses and provide their statements via a Witness Statement Form provided on the EmpowerLA Election Challenge Portal.
4. Provide all supporting documentation, including any witness statements (none will be accepted after the request is filed).
5. The supporting documentation must prove that the alleged challenge is not only valid, but would also have made a difference in the election outcome. Challenges without such supporting documentation will automatically be rejected.

ATTENTION!

ALL OF THE SUBMITTED INFORMATION IS PUBLIC INFORMATION AND WILL BE LISTED ON EMPOWERLA'S WEBSITE, EVEN IF THE CHALLENGE IS WITHDRAWN.

HOW WILL CHALLENGES BE PROCESSED?

If the requirements are met, election challenges will be processed and reviewed by EmpowerLA and the City Clerk, and if applicable, resolved by the Neighborhood Council Grievance Panels.

ATTACHMENT C: ELECTION CHALLENGES

WHAT CAN BE CHALLENGED IN A SUBDIVISION ELECTION?

The following is a list of challenges that EmpowerLA and the City Clerk will and will not process:

Challengeable:

- Incorrect Ballots
- Electioneering
- Ballot Duplication
- Explicit use of City logo(s) for campaign materials by the Subdivision Formation Committee and/or Neighborhood Council (including LA City logo, City Clerk logo, EmpowerLA logo, Neighborhood Council logo, and any other City department logo)
- Use of Neighborhood Council funds to endorse a position against funding policies
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Multiple Voting - any voter who casts multiple ballots in one Neighborhood Council election illegally

Any area not listed above is non-challengeable, including, but not limited to:

- Lack of outreach (outreach performed by a Neighborhood Council, the Department, or any other City entity)
- Published articles (challenges based on election information published in media such as the internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Information Forums
- Polling Place Location Selection
- Change of Polling Place Location
- Email Forwarding of Neighborhood Council "Get Out To Vote Material"
- Ballot Design
- Neighborhood Council Endorsed Election Procedures/Policies
- Neighborhood Council Bylaws (Received from the Department by deadline)
- Neighborhood Council Endorsed Polling Place or Pop Up Poll Suggestions
- Stakeholder Qualifications to Vote (Neighborhood Council Bylaws)
- Department Approved Outreach Material
- Campaign Expenditure(s)
- Poll Workers or Poll Worker Bias
- Use of Police and/or Security at Polling Place
- Voter Intimidation
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voters Threatened by Stakeholders
- Electioneering by Stakeholder(s)
- Voter Instructions
- Known factors prior to Election Day (such as: a member of the Formation Committee or Neighborhood Council works at the location, language translators, etc.)

ATTACHMENT C: ELECTION CHALLENGES

- Language assistance or lack thereof at Polling Place
- Use of LA City logo, City Clerk logo, EmpowerLA logo, or Neighborhood Council logo when it is used on a website as identification purposes for an active link to click through to the City, EmpowerLA or Neighborhood Council website, social media page, etc. for more information
- Endorsements and Sample Ballots created by and/or distributed by stakeholders or a member of the Formation Committee or Neighborhood Council that ask voters to vote for a specific position (i.e. yes for subdivision or no for subdivision)

Challenge Remedies

If a challenge is found to be valid, remedies will be narrowly interpreted to affect only the voters or position affected. Redoing the entire Neighborhood Council Subdivision Election is not a remedy unless the challenge affected every ballot. Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of voters, Neighborhood Council funding penalties and referral to the City Attorney's Office for criminal prosecution.