

Appendix A

Absentee Ballot Procedures

1. Absentee ballots will only be available upon request by mail. Send a letter, requesting an absentee ballot to the Town Council's P.O. Box 8676, La Crescenta, CA 91224 or hand delivered to the acting election chair. There is no form to request an absentee ballot. All that is needed is a note requesting the ballot including the registered voters full name, address, phone number, and signature and Self Addressed Stamped Envelope to receive the ballot. Requests relayed orally will not be honored. Absentee Ballots will be sent to the registered voters address as on the voter list. Each voter must request their own ballot with their own signature, but there may be one letter for a household as long as all of the names and signatures are included plus one Self Addressed Stamped Envelope per household with sufficient postage.
2. A request for an absentee ballot must be received by the Council on or before _____(date at least 7 days prior to the election).
3. Absentee ballots will be mailed only to an address in the unincorporated area and only to an individual listed as a registered voter per the Los Angeles County Registrar Recorder's official list of voters. The voter list will be marked with an "AV" next to voters who requested an absentee ballot. There will be an additional list of all voters who requested absentee ballots in alphabetical order by last name including the date they were sent, the address sent to, the date the absentee ballot was received back, and how many total ballots were mailed.
4. Instructions for returning the absentee ballot.
 - a. Vote for up to three candidates.
 - b. Place your marked ballot in an unmarked envelope. Seal it. Each ballot must have their own unmarked outer envelope.
 - c. Place the envelope containing your ballot inside a second envelope and address it to: Crescenta Valley Town Council, P.O. Box 8676, La Crescenta, CA 91224.
 - d. Seal the exterior envelope and write full name, address, and signature on the exterior envelope. Each ballot must have their own exterior envelope with the full name, and signature on the outside.
 - e. The Town Council will use the information on the exterior envelope to validate that you are an eligible voter. The interior sealed envelope, containing your absentee ballot will be removed and placed with other absentee ballots. All absentee ballots will be opened and counted on Election Day by the Election Committee.
5. Absentee ballots must be returned by mail to Crescenta Valley Town Council, P.O. Box 8676, La Crescenta, CA 91224. The absentee ballots must be received by the CVTC by closing of the polls on Election Day. An absentee ballot may be hand delivered to the polling location by a member of the household with a valid California ID. If a voter requested an absentee ballot and chooses not to vote absentee, the poll workers must first determine that an absentee ballot for the voter has not been turned in, the voter may vote with a regular ballot.