

SAN YSIDRO COMMUNITY PLANNING GROUP

NOTICE OF SUBCOMMITTEE MEETING

ELECTION SUBCOMMITTEE

Location:

San Ysidro Community Services Center
663 E. San Ysidro Blvd.
San Ysidro, California 92173

Thursday, February 18, 2016 at 4:00 p.m.

Contact: Jennifer Goudeau (760) 942-3437
City Planner: Sara Osborn: (619) 236-6368

- 1. Call to Order and Introductions**

- 2. Public Comment on Matters Not on the Agenda**
Comments and inquiries from any person regarding matters which are not on this Agenda. Comments and inquiries must be related to the Group's purposes, described in City Council Policy 600-24. If a large number of people wish to speak on the same item, comment may be limited to a set period of time per item. The Brown Act does not allow any action or vote to be taken on items not properly noticed. Public comment on any item appearing on this agenda is taken at the time the item is heard.

- 3. Docket Items**
 - a. Consider requirements to implement Appendix "C" of the San Ysidro CPG Bylaws (June 17, 2015) for the election to be held on March 14, 2016 for 8 seats.

EXHIBIT "C"
ELECTION PROCEDURES

A. AUTHORITY

The procedures in this Exhibit "C" include all of the requirements contained in Article V, and Article VIII, Section 1(e) of the bylaws, and the "*Administrative Guidelines for Implementation of Council Policy 600-24: Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups*) provides general guidance for the election process. Where revisions to the procedures in those documents conflict or are inconsistent with the procedures in this Exhibit "C", the revisions shall take precedence and shall have the same effect as if this Exhibit "C" were amended to conform to those referenced procedures, except where options to the procedures are permitted.

B. ELECTION SUBCOMMITTEE

1. No later than January of an election year, the Chairperson shall establish an Election Subcommittee of at least three (3) but no more than five (5) persons not standing for election. The subcommittee may include "eligible community members" so long as the majority of the subcommittee are elected members. A subcommittee chairperson shall be responsible for the conduct of the committee's business.

2. The subcommittee shall:

- select a subcommittee chairperson
- solicit "eligible community members" to become candidates
- develop and implement a process for the promotion of the March election
- prepare a sample ballot for distribution with the Public Notice of Election
- prepare the two official ballots with names randomly placed for the March election
- supervise the election process
- review each voter's qualification (see paragraph "D")
- cross-check eligible voters with the master membership list
- issue one (1) official ballot for each qualified voter
- tabulate the ballots
- determine the legality of all ballots cast
- convey the results of the election to the SYCPG Chairperson
- collect and seal all ballots cast, defaced, replaced or disqualified

3. At the February meeting, the Election Subcommittee shall present to the planning group a complete list of interested candidates collected up to that point in time. Development and promotion of "slates" of candidates is contrary to the intent of Council Policy 600-24 and is not allowed. Candidates may be added at the February meeting. The February SYCPG agenda may docket as an information item a "Candidate Forum." The SYCPG Chairperson may limit the time for each candidate to speak. Candidates failing to participate in a "Candidate Forum" shall no longer be considered.

4. The Elections Subcommittee shall be disbanded twenty-four (24) hours after the election is final unless a challenge is filed in accordance with the Challenge Criteria herein.

C. CANDIDATE REQUIREMENTS

1. Must be at least 18 years of age, and
2. Must be an "eligible community member" (Art. III, Sect. 2):
 - property owner, who is an individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area, or
 - resident, who is an individual whose primary address of residence is an address in the community planning area, or
 - local business person, who is a local business or not-for-profit owner, operator, or designee at a non-residential real property address in the community planning area.

and,

3. Must have an *Application for General Membership* on file with the Secretary, and
4. Must have attended at least one of the SYCPG's last 12 meetings prior to the February regular meeting preceding the election, documented by the Secretary. A candidate may be added at the February regular meeting provided the candidate can establish eligibility.

5. Council Policy 600-24 requires that elected members shall, to the extent possible, be representative of the various geographic sections of the community, and diversified community interests. Not-for-profits that are representative of the diversified community interests can be included among the elected members of the SYCPG. The governing body or chief executive must designate in writing the person who will be their candidate. An *Application for General Membership* will be required from the designee indicating the organization and its address in the community.

D. VOTER REQUIREMENTS

1. Must be an "eligible community member" (see C.1, 2, 3 and 5, above). (Attendance at a meeting per C.4. is NOT a requirement for voting eligibility).

2. Eligibility must be established prior to the March election or at the time of voting.

3. Must be on the Master Membership List maintained by the Secretary, or identity and eligibility can be verified at the time of voting by the Election Subcommittee.

4. Must present proof of identity at the polling location. The following are some of the documents that may be used to prove eligibility:

- California driver's license or identification card
- lease, rental agreement or rent receipt
- most recent utility bill
- deed to real property
- property tax bill
- current Business License
- letterhead document stating that you have been selected by the member not-for-profit as its voting representative
- any other documents or materials that the Election Subcommittee may deem acceptable

E. BALLOTS AND VOTING

1. Voting shall be by secret written ballot.
2. Proxy, mail-in, and/or write-in balloting shall not be permitted.
3. Candidates with less than eight (8) consecutive years of service shall be seated in order of the plurality of total qualified votes cast.
4. If there are any seats remaining, they shall be filled, in order of plurality, by candidates with more than eight (8) consecutive years of service, provided first that they receive at least a two-thirds majority of the total qualified votes cast. The number of individuals serving more than eight (8) consecutive years shall in no case exceed twenty-five percent (25%) of the voting committee membership.
5. Any remaining open seats shall be declared vacant, and the procedures for vacancies in Article IV shall apply, but not earlier than the next regular meeting.
6. Sample and official ballots shall clearly identify:
 - which seats individual candidates are running for
 - how many candidates can be selected
 - any limitations on which candidates the various categories of “eligible community members” can vote for
 - which candidates must receive a two-thirds (2/3rds) majority vote due to service beyond eight consecutive years
7. Only members of the Election Subcommittee shall handle and count the ballots. The tabulation shall include:
 - the total number of ballots cast
 - the number of illegal ballots
 - the number of disqualified ballots
 - the total qualified ballots counted
 - the number of total qualified votes cast for each candidate by name
 - the percentage of the total qualified votes cast for each candidate by name

F. POLLS

1. Polls shall be located so as to be accessible to the general public and to persons with physical limitations.
2. In general, the poll location should be at the same place and time as the SYCPG holds its regular meetings, unless circumstances warrant a change in location or time. Another location or additional locations or times shall be announced in the March agenda.
3. All polls shall be operated on the same day, but may stagger times.
4. Where more than one polling place/time is necessary, additional procedures regarding the handling and transportation of ballots and other procedures relating to the election process shall be developed by the Election Subcommittee with the advice and assistance of City staff and the City Attorney.
5. The polling place(s) and time(s) shall be posted at each location at least 72 hours prior to the opening of a polling location.
6. The SYCPG should not permit "electioneering" within 100 feet of the polling place(s).

G. ELECTION RESULTS AND REPORTING

1. The Election Subcommittee will present the results to the SYCPG Chairman.
2. At the conclusion of the March meeting, the Chairperson will announce the election results. The election then becomes final unless a challenge is filed within a 24-hour period after the announcement. See H below.
3. The Chairperson is responsible for preparing, certifying and forwarding an election report to the City.
4. Newly elected members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at that meeting.
5. The sealed ballots shall be retained by the chairperson of the Elections Subcommittee for a period of sixty (60) days.

H. CHALLENGE CRITERIA

1. A challenge to the election results must be filed with the chairperson of the Election Subcommittee in writing within twenty-four (24) hours of the counting of the ballots and announcing the result in order to allow enough time to resolve the issue. The Election Subcommittee should discuss the challenge to determine if there is any substance provided by the individual filing the challenge and whether: either there is no substance to the challenge and the election results can be certified, new members can be seated in April, and a ratification vote of the Subcommittee's findings can be placed on the April agenda for a majority vote of the voting members of the community planning group; OR, whether there is substance to the challenge and the SYCPG officers should discuss with the Subcommittee the appropriate resolution, including declaring a seat vacant and determining how to fill it, or declaring a new election is needed.
2. The Election Subcommittee chairperson shall within ten (10) business days prepare a written appraisal of the challenge and submit any documents to City staff or City Attorney as appropriate.
3. If it is determined that a recount of the ballots cast is required, then the Election Subcommittee chairperson will submit the sealed ballots to City staff or City Attorney, as applicable, for an independent recount or other disposition.
4. If a challenge is found to be valid, then City staff or the City Attorney should advise options that could cure the challenge.