

ARTICLE V

Elections

Section 1.

General elections of North Park Planning Committee members shall be held during the month of March in accordance with the North Park Planning Committee's adopted elections procedures.

No later than the January meeting, the NPPC Chairperson shall appoint an Election ad hoc subcommittee of five, composed of three elected members who are not running for re-election and, if possible, two eligible members of the community. This subcommittee shall prepare a list of candidates from the qualified eligible list and current Board members whose terms have expired. In February, the Election Subcommittee shall present to the planning group a complete list of interested candidates collected up to that point in time. Candidates may be added at the February meeting. The February meeting shall include candidates' statements.

The deadline to qualify for candidacy in the March general election shall be prior to the adjournment of the February noticed regular or special meeting of the full planning group membership preceding the election.

In order to be a candidate in the March election, an eligible member of the community (see Article III, Section 2) must have documented attendance at one meeting of the North Park Planning Committee's last 12 meetings prior to the February regular meeting preceding the election.

Section 2.

The North Park Planning Committee shall make a good faith effort to utilize means appropriate to publicize the planning group's eligibility requirements for candidacy and the upcoming elections.

In the election process, the planning group shall seek enough new candidates to exceed the number of seats open for election in order to allow those who have served for eight consecutive years to leave the group for at least one year.

The North Park Planning Committee holds its election utilizing a combination of in-person voting and an online voting option. In-person voting will occur on the Saturday preceding the March meeting and at the regular March meeting, as specified in the procedures below. The North Park Planning Committee shall submit procedures to vote on more than one day to the Mayor and the City Attorney 45 days in advance of the first day of voting for review and approval.

Absent urgent matters, the Chair shall not include any agenda items on the March meeting agenda other than accepting the election results to allow adequate time for in-person voting and vote tabulation.

The North Park Planning Committee will require proof of identity of those eligible community members who are seeking to vote in the election. The planning group shall ensure that voting is only by eligible members of the community.

The ballot presented to eligible community members to vote will clearly identify which seats individual candidates are running for, how many candidates can be selected, whether there are limitations on which candidates various categories of eligible community members can vote for and which candidates, if any, must receive a two-thirds majority of the vote due to service beyond eight consecutive years of service.

The North Park Planning Committee planning group's policy related to write-in candidates is that write-in candidates are allowed. If it is later determined that the write-in candidate is ineligible, any vote cast for an ineligible write-in candidate is an invalid vote and will not be counted.

Section 3.

Voting to elect new planning group members shall be by secret ballot. Proxy voting for elections is not allowed under any circumstances.

Section 4.

The North Park Planning Committee's election becomes final after announcing the election results at the conclusion of the noticed regular March monthly planning group meeting. The Chair is responsible for preparing, certifying, and forwarding the election report to the City. New members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at the April planning group meeting.

Any challenge to the election results must be filed with the chair of the Election Subcommittee in writing within 24 hours of the counting of the ballots in order to allow enough time to resolve the issue.

If a challenge to the March election results is filed, it will be referred to the Election Subcommittee for resolution prior to the seating of the newly elected Board at the April

regularly scheduled meeting by the process described in Article V, Section 5.C.12 below.

Section 5.

The North Park Planning Committee's voting procedures are:

The ballot presented to eligible members to vote will clearly identify which categories candidates have established eligibility in, how many candidates can be selected, and which candidates, if any, must receive a two-thirds majority of the vote due to service beyond eight consecutive years of service. The ballot will also accommodate write-in candidates.

A North Park business may be represented by only one person, who may vote in the North Park Planning Committee election or become qualified as a candidate. The North Park business owner who enlists a designee to represent them must provide documentation to the North Park Planning Committee of that designated representative's identity and authorization to serve as an eligible designee for candidacy or voting as discussed below.

For descriptions of the categories, refer to Article III, Section 2

The following are procedures pertaining to the elections provisions of these bylaws:

A. Pre-Election Procedures

1. Candidates will have the opportunity to make statements during the February meeting. Each candidate will be given two minutes to speak to the audience during the meeting. All candidates will be invited to submit a statement, not exceeding 200 words, to be posted on the NPPC's website. A candidate who is unable to attend the February meeting will have their statement, if available, read during the February meeting...

2. Voting time: Voting will occur at three times: (1) online voting will be open for one week preceding the March meeting; (2) an in-person voting window will be held for at least three hours on the Saturday preceding the March meeting; and (3) an in-person voting window will be held for at least two hours on the evening of the March Meeting. The Election Subcommittee will prepare a voting guide, including the start time and end time of all voting times, to be presented at the February meeting and posted on the NPPC's website.

3. In-person voting locations: To be publicly noticed as part of the voting guide prepared by the Election Subcommittee.

4. Electioneering is prohibited within the building where and when the election is taking place at either in-person voting option.

5. Eligibility to vote. The North Park Planning Committee will require (1) proof of identity and (2) proof of eligibility of those community members who are seeking to vote in the election. The Election Subcommittee shall allow voters to establish eligibility during any voting period, as specified in the voting guide agreed upon by the subcommittee, including the online voting period.a. The planning group shall ensure that voting is only by eligible members of the community. A potential voter must be an eligible community member, as described in Article III, Section 2. In addition to the eligibility documentation discussed in the next subsection, a voter unable to present such documentation may also seek to establish eligibility by an alternative, reasonable means to the Election Subcommittee. Any disputes regarding voter eligibility will be resolved by a 4/5ths vote of the Election Subcommittee. Voter eligibility disputes will be resolved before that member of the community is allowed to cast a ballot.

b. All voters must produce a government-issued picture ID to establish their identity (e.g., a driver's license), have a current application on file, have demonstrated attendance at least one (1) North Park Planning Committee meeting in the past year (from March to the February prior to the annual March election) and provide the following documentation based on the appropriate category unless establishing eligibility by alternative reasonable means, as discussed in the previous subsection:

i. **A resident**, who is an individual whose primary address of residence is an address in the North Park community planning area, shall provide:

1. A picture ID to establish their identity and residency in North Park. In lieu of driver's license, a bill (such as City Water, SDG&E, AT&T etc.) dated within the previous 60 days with the individual's name and address clearly stated may be substituted.

ii. **An owner of residential or commercial real property (either developed or undeveloped)**, who may or may not reside in North Park and is the individual identified as the sole or partial owner of record, or their designee within the community planning area, shall provide:

1. Either of the following identifications: A current property tax bill with the voter's name on it, or a copy of the page of the property owner's mortgage with the individual's name and North Park property address clearly stated.

2. If the voter is a designee of the owner, they must provide documentation in #1, plus provide a formal letter from the property owner designating the individual as that property's representative.

iii. **A local business person**, who is a local business owner, operator, or designee at a non-residential real property address in the North Park

community planning area (only one business owner representative of a particular establishment may hold a seat on the community planning group at one time), shall provide:

1. Business tax certificates to identify ownership or a partnership of owners on the certificate.

2. If the voter is a designee, they must provide documentation in #1, plus provide a formal letter from the business owner designating that individual as the business's registrant representative.

iv. **A non-profit entity or umbrella organization representative**, who is a designee of a local non-profit or umbrella organization with a non-residential real property address in North Park (only one non-resident representative of a particular establishment may hold a seat on the North Park Planning Committee at one time), shall provide:

1. A formal letter from the organization designating the individual as the business's representative, signed by a member of that organization's board or administration.

v. **Multiple category registrant**. While only one designated representative of a particular business or property owner may hold a seat on the North Park Planning Committee, if an eligible voter is both a North Park resident and a non-resident North Park business or property owner representative, the voter will be identified as a resident.

6. Ballots must:

a. clearly state the number of open seats available; and the maximum number of candidates to vote for, and accommodate write-in candidates.

c. state which candidates on the ballot are beyond their eight-year term limit and are running in accordance with Council Policy 600-24 Article III, Section 4.

d. For online voting, that information should be included on the ballot if possible, but also may be sent to online voters via e-mail and shall be posted on the Committee's website.

7. For in-person voting, Election Subcommittee representatives and volunteer designees will staff each table, have an eligibility roster showing all potential voters who signed in at one or more meetings, and have a current registration form on file, sign-in sheet (s) and ballots.

8. A secure ballot box shall be made available for depositing completed ballots for the in-person voting options.

10. An election worker having difficulties registering a voter shall ask the Election Subcommittee Chair for assistance.

11. If an individual is not on the Eligibility Roster, the individual seeking to vote should record their name and address on the sign-in sheet and shall submit proof of eligibility as discussed in paragraph A.5.b above. The individual may be turned away if proof is not produced.

B. Election Procedures

1. In-person voting shall begin at the times designated by the Election Subcommittee for the two designated voting windows. Completed ballots will be placed in the official ballot box and no votes will be counted until the conclusion of all designated voting windows. Votes shall be cast in pen and if a voter makes a mistake, the voter must request a replacement ballot before placing the ballot in the ballot box; mistaken ballots may not be counted, as discussed below. Once deposited, ballots may not be retrieved by the Election Subcommittee or the voter.
2. Voting, whether in-person or online, shall be by secret ballot.
3. The Election Subcommittee shall select a vendor for online voting and specify the vendor in the voting guide presented at the February meeting. If no viable online vendor is available, the Election Subcommittee may, but is not required to, approve a "mail in" voting option. Online voting will be conducted as specified in the voting guide and will be open for one week preceding the March meeting. Once a voter submits an online ballot, that ballot will not be cancelled to allow for in-person voting. However, if no online ballot is submitted, a voter may elect to vote in person.
4. Proxy voting for elections is not allowed under any circumstances.

7.

Paper ballots may be numbered to assist in tabulation of results and do not identify the individual voter.

C. Post-Voting Procedures

1. The Election Subcommittee Chair shall serve as the organizer and implementer of the voting process. If the Election Chair becomes unavailable, another member of the Election Subcommittee will be appointed to serve in this role.
2. Use “plurality” for counting votes.
3. Counting paper ballots will be done in tandem by members of the Election Subcommittee and volunteers who are eligible members of the NPPC.
4. The Election Chair will read the candidates’ names from the ballots. Another eligible and impartial person will observe the reading of ballots to ensure they are read accurately.
5. Two (2) teams of two will be used to simultaneously count ballots read by the Election Chair and will serve as both a count and an automatic recount of ballots to ensure accuracy.
 - a. These two (2) teams of two (2) will process the ballots as follows:
 - i. Team member one (1) of each team will enter the votes onto a tabulation/spreadsheet.
 - ii. Team member two (2) of each team will observe this tabulation to ensure the vote is entered correctly
 - iii. Votes will be systematically counted and compared at 25 ballot intervals. If there is a discrepancy in the total of any subset; the ballots for the candidate(s) where the discrepancy occurred will be reviewed until consistency can be reached.
 - iv. Counting will proceed in this manner until all ballots are counted.
 - v. Each team will tabulate all the subsets to arrive at a final count.
6. Following the tabulation of paper ballots, the Election Chair, observed by members of the Election Subcommittee, shall add the total paper votes to the votes received via online voting. The sum shall constitute the final vote count.
6. If a write-in candidate appears to have enough votes to qualify for a seat, an immediate review of their basic qualifications (resident, owner, business person, etc.), as well as NPPC Eligibility Form and Monthly Meeting Sign-In Sheets will be performed to determine if the candidate is eligible. See Section 1 above.

7. It is the responsibility of any potential write-in candidate to verify they meet attendance qualifications prior to the election (i.e., write-in candidates who claim to have registered or attended meetings, but did not verify their qualification with the NPPC Election Chair prior to election, may be deemed ineligible if NPPC registration paperwork does not confirm their eligibility outright).
8. Any vote cast for an ineligible write-in candidate will be counted toward the total maximum votes on the ballot, even though the candidate is not eligible.
9. All efforts will be made to accommodate and account for ballots with misspellings that clearly indicate a specific write-in candidate. Any disputes shall be resolved by a majority vote of the Election Subcommittee.
10. Completed Ballots voting for more than the maximum number of eligible open seats allowed will not be included in the vote count. Ballots with attempted cancelled votes (i.e., crossed-off names or marks, added notes to count certain marks but not others, or other ambiguous markings) shall be reviewed by the Election Subcommittee and counted only if a majority of the subcommittee is able to ascertain the voter's intended votes.
11. Candidates will be placed into vacant seats in order based on the number of votes they receive. In the event of a tie, the Election Subcommittee shall determine the winner by a random method, such as a coin-flip, drawing of straws, or drawing a name (or names) from a hat. All candidates subject to the tie break and present at the March meeting shall have the opportunity to observe the tie break.
11. A designate of the Election Subcommittee will submit the tabulated election results to the Chair of the North Park Planning Committee for announcement of election results at the earliest opportunity possible
12. Election challenges must be made within 24 hours following the March meeting adjournment. (Refer to Article V, Section 4 to review challenge procedures)
13. If a challenge is received, the Election Subcommittee shall promptly meet to discuss the challenge to determine if any facts to support the challenge were provided by the individual filing the challenge. Facts should be related to actions taken during the election process that are not in accordance with CP 600-24 or a community planning group's adopted bylaws, or with announced or published election procedures or lack thereof. If there is no substance to the challenge and the election results can be certified, newly elected community planning group members shall be seated at the beginning of the April regular meeting. A ratification vote of the Election Subcommittee's findings should be placed on the April agenda for a majority vote of the voting members of the planning group. If there is substance to the challenge, the Election Subcommittee should identify, with input from the planning group's officers, the appropriate resolution. The resolution should be placed on the April agenda for a majority vote of the voting

members of the planning group. City staff may be consulted if there is any question or assistance needed. Further criteria and procedures for challenges will follow Council Policy 600-24 and the Administrative Guidelines.

13. A challenged-induced vacancy will be filled by a vote of the North Park Planning Committee pursuant to Article IV, Section 2.

14. The Secretary will maintain ballots for 90 days following the March election or until the resolution of any challenge, whichever occurs later.