



STANDING BOARD COMMITTEE ELECTION PROCEDURES

(MAY 2011)

In accordance with the Greater Griffith Park Neighborhood Council (GGPNC)'s bylaws, Parliamentary Authority and Standing Rules, Policies and Procedures, the following guidelines are recommended for the conduct of elections for the Executive, Rules and Elections and Budget & Finance Committees.

I. GENERAL GUIDELINES

A. Use of Teller(s):

The Presiding Officer shall pre-arrange or call for impartial volunteer(s) to assist in the elections in accordance with the Parliamentary Authority's description contained on pages 400-404. An impartial volunteer can be a stakeholder in attendance or Board Member who declares they will not be seeking election to any Standing Board Committee.

B. Commencement of Proceedings

The Presiding Officer shall call for a motion to open the election process. Once acknowledged, he or she shall review for the Governing Board the order of positions to be considered (see II, A).

C. Public Comment

The public shall be afforded the right to comment through the usual mechanisms (speaker cards, etc.) at the commencement of proceedings as described above.

II. EXECUTIVE COMMITTEE

A. Order of Consideration for Executive Committee Officers:

1. President; Vice President for Administration; Vice President for Communication & Outreach; Treasurer; Secretary.

B. Executive Committee Position Responsibilities, Time Requirements and Deliverables.

1. The Presiding Officer shall read from the bylaws the description of each position at the time it comes up in the order of consideration. He or she shall then open the floor to previous Executive Committee Officers who may wish to add any insight or general comments from their past experience that may be helpful in understanding the requirements of each post.
2. Governing Board members shall also be afforded an opportunity to comment on the position being considered to add any insight they feel appropriate.
3. Comments shall be limited only to the nature, responsibilities, and potential goals for the Officer position being discussed. The mentioning of, or alluding to, any previous Officers or potential candidates in any way shall be prohibited. If a speaker fails to adhere to this provision, they risk forfeiture of their speaking time at the discretion of the Presiding Officer.
4. Comments shall be limited to one (1) instance of one (1) minute per speaker.

D. Call for Nominations.

1. The Presiding Officer shall call for nominations to each position.
2. Nominations need not be seconded, and candidates may "self nominate."

3. Upon a candidate accepting a nomination, the Presiding Officer shall record the candidate's name and the process shall be repeated until there are no further nominations.

E. Candidate Presentations.

1. In the event the Presiding Officer accepts a nomination for any position, he or she shall turn over the Chair for the conduct of that position's election.
2. Candidate speaking order will be determined by which they were nominated (i.e., first nominated, first to speak).
3. Candidates shall have two (2) minutes to present their qualifications for election.
4. Candidates will not be permitted to address or ask each other questions in any way.
5. Candidates may run "in absentia" by making their intentions known to the President or Secretary beforehand. Such candidates may prepare a written statement no more than one 8.5" x 11" page, double spaced, in a typeface no smaller than 12 point submitted to the Board for consideration and read during said candidate's appointed time.

F. Conduct of Elections.

1. A "blind ballot" shall be used where a candidate's name is written on a piece of paper, collected and tabulated by the Presiding Officer and the Teller(s).
2. During a vote, if no candidate receives a majority of the votes cast, then the name of the candidate with the fewest votes will be dropped from the list and a new round of voting will proceed. The process will continue until one candidate attains a majority of the votes cast.
3. In the event of a tie between two or more candidates facing possible elimination and/or election, there will be a special round of voting to attempt to break the tie (not including any candidate with a greater number of votes than the tied candidates) where the tied candidates will be allotted up to an additional minute of presentation. If, after this special vote the tie remains, the election shall be declared deadlocked and the tie will be broken by a coin flip.
4. The Presiding Officer shall declare the outcome of each election by reading aloud the number of votes cast and for whom.
5. New Officers shall be immediately seated upon confirmation of their election.

III. BUDGET & FINANCE / RULES & ELECTIONS COMMITTEES

A. Determination of Positions

The Presiding Officer shall poll the Board to see if any existing committee members wish to resign their positions. After a brief (and potentially updated) count, he or she shall state the number of open seats (5 or less) on each committee being considered, allowing Board comment on the nature of the work of each committee by current and former Standing Committee members.

B. Nominations & Elections

Nominations and elections shall be conducted in the manner previously described for the Executive Committee, except that the filling of multiple open seats on either committee can be decided on one ballot if there is general consensus to do so.

III. CLOSING OF PROCEDURES

A. Call For Closing of Procedures

The newly elected Presiding Officer shall call for a motion to close the election procedures, and upon confirmation, continue on to the next meeting agenda item.

B. Posting of Complete Election Results

Complete results of the actual voting (number of votes cast and who voted for whom) in the form of a tally sheet shall be made public at the meeting and later posted on the Council's website.