

# **\*DRAFT\*** Election Procedures

## Congress of Neighborhoods

### **Congress of Neighborhoods Planning Committee Annual Elections and Replacement Procedures**

In accordance with the Organizational Guidelines to conduct elections of the Executive Committee and Subcommittee Chair positions for the Congress of Neighborhoods Planning Committee.

#### **1. General Guidelines**

At a meeting preceding the elections will occur the Planning Committee will schedule an item to discuss elections of officers using the following guidelines.

- a. Commencement of Proceedings
  - i. At the beginning of the January Planning Committee meeting the Chair/Presiding Officer/Neutral Third-Party shall open the election process and announce the procedure.
- b. Selection of a Neutral Third-Party
  - i. The current Chair or Presiding Officer may pre-arrange or call for a Neutral Third-Party, (e.g. the Department of Neighborhood Empowerment Congress of Neighborhoods Staff Liaison, Planning Committee Officer not running for re-election, etc.) to assist in the elections, which may include conducting/hosting the meeting.
- c. Candidate Affirmation
  - i. Candidates accepting nomination shall complete a Candidate Affirmation Form (i.e. listing expectations of the Executive and Standing Subcommittees) to accept the terms of being involved in the Congress of Neighborhoods Planning Committee.

#### **2. Elected Positions**

- a. Order of Consideration for Congress of Neighborhoods Officers
  - i. Chair
  - ii. Vice Chair
  - iii. Treasurer\*
  - iv. Secretary
  - v. Standing Subcommittee Chairs:
    1. Programming Subcommittee Chair & Co-Chair
    2. Production Subcommittee Chair & Co-Chair

3. Outreach Subcommittee Chair & Co-Chair
4. Budget & Finance Subcommittee Co-Chair (to serve alongside Treasurer\*)

### **3. Elections Procedure**

The following election procedure is what will be administered on the date set for the elections of Officer and Subcommittee Chair & Co-Chairs.

- a. Commencement of Elections
  - i. The Presiding Officer/Neutral Third-Party shall open the election process and announce the procedure.
  - ii. The Presiding Officer/Neutral Third-Party will then invite public comment from non-member participants (max 2 minutes each).
- b. Announcement of Positions & Call for Nominations
  - i. The Presiding Officer/Neutral Third-Party will announce the positions being elected, describe the duties of the position and call for nominations or self-nominations.
  - ii. Upon a candidate accepting nomination, the Presiding Officer/Neutral Third-Party shall record the candidate's name and the process shall be repeated until there are no further nominations.
- c. Candidate Presentations
  - i. Candidate speaking order will be determined by which they were nominated; i.e., first nominated, first to speak.
  - ii. Candidates shall have two (2) minutes to present their qualifications for election.
  - iii. Candidates will not be permitted to address or ask each other questions in any way.
  - iv. Candidates may run "in absentia" by making their intentions known to the Chair or Secretary beforehand. Such candidates may prepare a written statement to be read during the candidate's two minutes.
- d. Voting
  - i. Defer to Robert's Rules of Order on the proper manner to manage election votes.
  - ii. The Presiding Officer/Neutral Third-Party shall declare the outcome by reading aloud the vote totals for each candidate.
  - iii. New Officers shall be immediately seated upon their election.
- e. Posting of Complete Election Results
  - i. Complete results of the actual voting (number of votes cast and for each candidate) in the form of a tally sheet shall be made public on the Congress of Neighborhoods Council's website within 72 hours.