

NORTH COAST ADVISORY COUNCIL ELECTION CODE

COMMUNITY ELECTION COMMITTEE

To oversee the election, the North Coast Advisory Council (herein after referred to as “NCAC”) shall appoint a committee of independent volunteers to be known as: Community Election Committee (herein after referred to as “CEC”). No certified/official candidate standing for election may serve on the CEC.

The purpose of the CEC is to conduct the NCAC election in a fair, impartial and orderly manner. The CEC is completely independent of the Council. Members of the CEC shall conduct the election according to NCAC’s Election Procedure outline, attached.

The CEC shall declare the opening and closing of the poll. At least two members of the CEC shall be present at all times during polling hours to act as election workers. Polling hours on Election Day shall be 10:00 a.m. to 6:00 p.m. Voters shall be admitted to the polling place during these hours only. Voters inside the polling place, at closing time, shall be allowed to finish.

NCAC shall be responsible for selecting a suitable polling place in Cambria and other locations as determined necessary or advisable by the CEC.. The CEC will provide the NCAC with a list of necessary materials required, i.e., ballots geographical voting area maps, tables, stationery, etc.

The day of the election, the CEC shall set up the polling place with necessary materials, per checklist. The CEC Chair shall be responsible for assuring that the ballots provided are the official ballots.

Candidates must submit their written candidacy forms and signed conditions of service to the CEC on the earlier of forty-five (45) days and the regular NCAC meeting in the second month prior to the election. The CEC will publish the candidates’ names in accordance with the Bylaws. Any candidate who withdraws must do so in writing to the NCAC Chair. A candidate may not re-enter his candidacy after he has formally withdrawn.

There shall be no proxies or write-ins.

After the official ballot is printed, it shall be authenticated by the Chair and any other officer of NCAC.

The CEC shall solicit candidates to be eligible for appointment to the NCAC for the purpose of representing four special concerns: Latino/Latina, Business & Commerce, Agriculture, and Environment as those terms expire.

VOTING PROCEDURES FOR ELECTIONS

No campaigning shall be allowed within 300 feet of the polling place. No voter shall accompany another voter past the verification table for Geographical Voting Area, with the exception of those who may have a physical disability.

The geographical voting area in which the voter lives shall be verified at and by, the geographical voting area map and descriptions.

Voters shall print their full-time residence addresses and sign their names on the voters’ sign-in sheet, affirming that they meet the age and full-time residency requirements specified in the NCAC Bylaws. Each voter shall be asked to verify full-time residence address by one of the following: a driver’s license, voter

registration card, or other photo ID. The sign-in process shall not in any way connect a specific voter with a specific ballot.

A CEC member will provide the voter a ballot corresponding to his/her Geographical Voting Area number, and instruct the voter to vote for no more than one candidate when there are two candidates on the ballot and no more than two candidates when there are three or more candidates.

The voter will be directed to a voting space, and instructed to deposit the completed ballot in the ballot box.

The CEC shall ask all voters to exit the Polling Place immediately after voting. Reasons for those who do not exit will be recorded promptly.

No voters shall re-enter the polling area after they have voted.

After the poll closes, the ballots shall be counted in a closed area of the polling place by only members of the CEC. Ballots shall be disqualified if they are wrongly or illegally marked, or, if they are not official ballots. A ballot shall be disqualified entirely if write-ins appear. A majority of the CEC present must agree in order to disqualify a ballot. Disqualified ballots shall be marked as such and held separately.

Upon completion of the count, the CEC Chair shall give the summary of the election results, including count of disqualified ballots, to the Vice Chair of the CEC. The Vice Chair shall dismiss the CEC members and post in a timely manner at the Cambria Library. The Vice Chair shall forward the election results to the Chair of the NCAC. The NCAC Chair, or CEC Chair, shall notify the candidates and the news media of the results in a timely manner.

The NCAC Chair shall store all ballots in sealed envelopes by Geographical Voting Areas. Voter registration sheets shall be stored in sealed envelopes. Sealing of the envelopes shall be verified by the signatures of at least two NCAC members, across the back envelope flap. The stored materials shall be presented to Council Chair at the next regular meeting. No one shall have access to these materials until that time.

Challenges to the election results (including requests for recount), shall be heard at the next regular Council meeting. Neither the Chair, nor Vice Chair, nor any CEC member shall accept such challenges at the time the results are posted.

Voter Registration Sheets shall be held for three months following the election date.

NORTH COAST ADVISORY COUNCIL

CONDITIONS OF SERVICE FOR ELECTED MEMBERS

I, _____, intend to run for election to the North Coast Advisory Council (NCAC). By my signature, I state that I am of at least eighteen years of age and residing full time in the area I intend to represent and thereby qualify to run in Geographical Voting Area # _____.

I agree to abide by and comply with any and all NCAC rules and regulations concerning election procedures.

I agree, if elected to the NCAC as a regular member or alternate, that I will to the best of my ability comply both in spirit and letter with the bylaws of the NCAC.

I agree to consult with my constituents and to bring the knowledge, opinions, and concerns of my constituents to the NCAC in order to best represent their interests.

I agree to attend all NCAC meetings and to be prepared to make informed decisions representing my constituents.

I agree to serve as chairperson or member on any committee or work group to which I am assigned, as provided by NCAC bylaws, and to attend all meetings of committees to which I have been assigned as well as other NCAC functions which call for my participation.

I agree to conduct myself in an honorable and ethical manner in all NCAC matters. I will refrain from representing my opinions as NCAC positions. I will not presume to speak on behalf of the NCAC unless specifically authorized to do so.

I agree to disclose and disqualify myself from council discussion and voting on any issue in which I, my employer, or my family members have a financial, or other conflict of interest.

I agree that should I violate any of the above agreements that I will immediately resign my position on the NCAC or consent to be removed by a vote of the council.

(Signature) (Date)

(Address) (Phone number) (Email)

NORTH COAST ADVISORY COUNCIL

CONDITIONS OF SERVICE FOR APPOINTED MEMBERS

I, _____, desire to be appointed to the North Coast Advisory Council (NCAC) representing _____ concerns. By my signature, I state that I am of at least eighteen years of age and residing full time in the Cambria/San Simeon area and have been active in _____ concerns.

I agree to abide by and comply with any and all NCAC rules and regulations concerning appointment procedures.

I agree, if appointed to the NCAC as a regular member or alternate, that I will to the best of my ability comply both in spirit and letter with the bylaws of the NCAC.

I agree to consult with my constituents and to bring the knowledge, opinions, and concerns of my constituents to the NCAC in order to best represent their interests.

I agree to attend all NCAC meetings and to be prepared to make informed decisions representing my constituents.

I agree to serve as chairperson or member on any committee or work group to which I am assigned, as provided by NCAC bylaws, and to attend all meetings of committees to which I have been assigned as well as other NCAC functions which call for my participation.

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(Signature) (Date)

(Address) (Phone number) (Email)