

FOURTH DRAFT: ELECTION POLICIES AND PROCEDURES

FOR PBPG BYLAWS, Article VIII, Planning Group Policies and Procedures,
Section 1. (c) Elections–Procedures: ELECTIONS HANDBOOK

SEEKING CANDIDATES: November, December, January each year

- The PBPG Election Subcommittee should seek candidates at PBPG meetings, announce in Beach & Bay Press, at public meetings such as PB Town Council, Business Improvement District (BID), PB Special Events Committee, area schools and on the PBPG website.
- The Election Subcommittee, whose chair is named by the PB Planning Group chair, contains a minimum of 6 people. At least 4 are PBPG board members, one of whom is chair; plus at least 2 other representatives from the general public or related community organizations such as PB Town Council, BID, etc. PBPG members up for reelection may not serve as chair, take part in qualifying candidates or assist on election day.
- Prepare Candidate Packets by November board meeting. Packets will include petitions, signing requirements for petitions, eligibility requirements for both Residential and Commercial seats, the need for documented attendance, deadline, pick-up and delivery location of Packet to PBPG Election committee member and an election flyer with details for voting day.

CANDIDATES' DUTIES AND REQUIREMENTS

- Candidates may download “Candidates’ Duties and Requirements” on line. However, Candidate Packets must be picked up in person; candidates will sign the official log book.
- Candidates, who must be “eligible members of the community,” will collect at least 25 signatures from either eligible Residents in their census tract or owners of residential property in that census tract; or 25 signatures from business owners or their designees in the PB Commercial district or owners of commercial property. Residential Petitions will contain printed name, signature, address and date. Commercial Petitions will contain printed name, signature, residential address, business name, business address and date.
- An “eligible member of the community” must be at least 18 years of age and affiliated with the community as a:
 - (1) resident, whose primary address is in the community planning area or who owns any parcel of residentially zoned property in the planning area.
 - (2) 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 or owns any parcel of commercially or industrially zoned real property in the planning area.

The PB Commercial District map from the PB Community Plan denotes the official commercial area. Only one individual can sign a Petition per business license.

- To receive an Election Packet, Commercial Candidates must present the San Diego Business tax license of their business within the commercial district of Pacific Beach. Business owners may appoint a designee, who must also present the San Diego Business tax license of that business, along with a letter approving their representation.
- Candidates are strongly encouraged to personally collect signatures in order to meet neighbors and hear their interests, but it is permissible by Council Policy 600-24 to seek assistance if needed. Candidates are also encouraged to collect more than 25 signatures to ensure qualifying for the ballot.
- Candidates must have “documented attendance” at one meeting of the PB Planning Group’s last 12 meetings prior to the February regular meeting preceding the election. “Documented attendance” requires signing the attendance sheet at a PBPG meeting.
- Candidates will write a biography of interests in PB, community involvement, work history, residency, family or any pertinent information they deem of interest to voters.
- Sealed Packets will be delivered to the home or office of the selected PBPG election committee member by the announced deadline, 5 p.m., two weeks before the election on the 4th Wednesday in March.

CONFIRMING CANDIDATES’ ELIGIBILITY

- The PBPG Election Subcommittee will meet at 6 p.m. the day the sealed Packets are turned in by their 5 p.m. deadline to review all Packets.
- Candidate Petitions will be confirmed by committee members. Individual signatures will be reviewed along with confirming eligibility of Petition signers within the census tract or PB commercial district. No phone calling of Petition signers is allowed.
- Allow sufficient time for a minimum of three committee members to examine each Petition. The committee chair should finalize verification of all Petitions.
- The committee will document the candidates’ attendance.
- Additional questions or concerns about eligibility will be confirmed by City Planning staff.
- Notify eligible Candidates as soon as possible so they can inform census tract neighbors or Pacific Beach business owners about the election.

CANDIDATES' SAMPLE BALLOT

- List Residential candidates and their biographies in census tracts by numerical order; list Commercial candidates by alphabetical order.
- Sample ballot should be sent to PBPG board members and candidates. Post on the PBPG website and make efforts to publicize the upcoming election on other community forums. List election information at the bottom of the sample ballot.

VOTING

- Confirm that voters are “eligible members of the community”. (See CANDIDATES' DUTIES AND REQUIREMENTS.)
- PBPG observes At-Large voting: Voters may vote for as many vacant seats as there are available. For instance, if two openings exist in the same Residential census tract, Residential voters may vote for up to two candidates. If there are three seats open for Commercial candidates, Commercial voters may choose up to three candidates.
- Those with home-based business licenses may not vote for Commercial candidates. Only those with business licenses in the non-residential areas of Pacific Beach, who are owners, operators or designees of those owners are eligible to vote for Commercial candidates.

MANAGEMENT OF POLLS

- Polls will open 4:45 p.m. on the 4th Wednesday of March and ballots will be cast until 6:30 p.m. There will be a clearly visible election sign outside the polling place.
- The polling place will be open and accessible to those with handicaps, in a convenient, central location in Pacific Beach. It will be announced ahead in Beach & Bay Press, the PBPG website and at public meetings such as PB Town Council, Business Improvement District (BID), PB Special Events Committee, area schools, and other community forums.
- No campaigning or distribution of campaign material will take place within 500 feet of the polling place.
- Residential and Commercial voting tables will each be managed by a PBPG board member. Provide extra tables for voters' use. The majority of the Election Subcommittee is composed of PBPG members; other community members may assist. The Election Subcommittee chair will supervise the election at all times.

- Up to 12 people may be required to manage lines and qualify voters in a timely manner. PB Census Tract maps and the PB Commercial District map from the PB Community Plan will be utilized to help qualify voters.
- Voters will sign the election registration log book.
- Residential voters are required to show a drivers' license or current utility bill to determine residency.
- Commercial voters are required to vote with the San Diego Business tax license of their Pacific Beach business; only one voter per business license. Businesses may appoint a designee, who will then present the San Diego Business tax license of the business, a letter from the owner and appropriate I.D.
- Completed ballots will be placed in corresponding Census Tract or Commercial envelopes.
- Ballots with questions regarding voter identification will be considered "Provisional" and will go into two envelopes; one for Residential voters, one for Commercial.

COUNTING BALLOTS

- Those who staff the Commercial tables will count the Residential ballots; those who staff the Residential tables will count the Commercial ballots. A minimum of three election committee members will count each set of ballots three times.
- Provisional ballots, each set aside in a marked, sealed envelope, will be counted if the number of provisional ballots is greater than the margin between the candidates. Voters have 2 days to provide proper identification to the Election chair. The seat will remain undetermined until provisional ballots are verified and counted.
- Tie-Breaking: In those Census Tracts or Commercial areas with tied ballots, a coin toss will determine the winner. The coin toss will take place when both candidates are present.

WINNERS OF ELECTION

- Winners of the election, along with the number of votes for each candidate, will be announced at the end of the PBPG March board meeting which follows the election. New members will be seated at the April board meeting.

ELECTION CHALLENGE

• Any challenge to the election must be reported in writing to the Election Chair within 24 hours of the election. The Election Subcommittee will meet to discuss the challenge; the City’s community planning representative may be consulted. The Election Subcommittee will decide the validity of the election challenge. However, any decision of the committee needs to be confirmed by the board if it is not addressed in the Bylaws, Council Policy 600-24, the Administrative Guidelines, the Brown Act or Robert’s Rules of Order, revised.

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For additional election details and clarification, see Article V, Elections, Sections 1 through 5; and Article VIII, Planning Groups Policies and Procedures, Section 1, (a) and (b).

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June 21, 2013

Ad Hoc Bylaws/Election Protocol members included PBPG members Brian Curry, Debbie Conca, Larry Emlaw, Imelda McClendon, Joe Wilding and chair Eve Anderson. The committee met four times: May 6 and 20; June 3 and 17.

We drew election information from the PBPG Bylaws, Council Policy 600-24 (which includes the Brown Act, or Open Government regulations) and the City’s Administrative Guidelines.

Respectfully submitted by
Eve Anderson, chair
Ad Hoc Bylaws/Election Protocol