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**6/11/04 DRAFT GRVNC 2004 ELECTION PROCEDURES
(NOT YET APPROVED BY THE GRVNC BOARD OR DONE)
WRITTEN IN CONFORMANCE WITH “UNAMENDED” BYLAWS**

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Article I. Definitions

“BONC” means Board of Neighborhood Commissioners, the seven (7) member appointed commission responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but not the day to day management of the Department of Neighborhood Empowerment or the neighborhood councils.

“Campaigning” means a series of actions conducted by a candidate(s) or person(s) on behalf of a candidate(s) intended to influence voters to vote a certain way. Such actions may include, but are not limited to, the distribution of printed or electronic material, making of telephone calls, giving of speeches in a public setting, discussions with individuals or small groups of voters, placement of signs, etc. (see Electioneering below.)

“Challenge” means a written complaint filed by a stakeholder that the election was improperly conducted including, but not limited to, alleged incidences of voting fraud or improper candidate activity, and that the results of the election should be set aside or overturned.

“DONE” means Department of Neighborhood Empowerment, the City department responsible to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to City Charter Section 905.

“Electioneering” means to solicit a vote or speak to a voter on the subject of marking his or her ballot; to place a sign(s) relating to any candidate or other matter to be voted on; to distribute material relating to any candidate or other matter to be voted on; or to place a sign(s), distribute material, or converse with a voter on the subject of the voter’s qualifications to vote. Electioneering is an aspect of campaigning that is generally understood to mean the activities targeted at voters when they are engaged in arriving to the polling place or in the actual act of voting.

“Independent Election Administrator” (“IEA”) means the person(s) or organization responsible for conducting the actual election. The IEA should be independent from the outcome of the election and shall have no obvious vested interest in the outcome of the election. Duties include, but are not limited to, setting up and managing the polling location(s), checking in voters, distributing and receiving ballots, tabulating the votes, announcing the election results, and securing the election materials.

“Person” means an individual human being.

“Prepared Ballot Election” means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to the voters at the polling location(s) on election day.

“Provisional Ballot” means **the ballot available to a** voter whose eligibility to vote in the election cannot be determined at the time the vote is cast. The voter’s eligibility will be verified at a later date pursuant to methods specified in the Election Procedures and the ballot will be processed subject to the outcome of the verification process.

“Provisional Stakeholder Declaration Form Receipt” means the paper receipt issued to an individual who has completed a 2004 Election Stakeholder Declaration Form but has not produced a valid credential, which enables the individual to obtain a Provisional Bylaws Amendment Ratification Ballot without filling out a second 2004 Election Stakeholder Declaration Form.

“Proxy” voting means the written or verbal authorizing of one person to act (vote) for another as an agent or substitute, (e.g.” I hereby authorize _____ to cast a vote for _____ in my place.”)

“Recount” means counting the votes cast again for a particular contest or for the entire election to determine if the original vote tally is accurate.

“Stakeholder” means a person who, pursuant to the Neighborhood Council’s bylaws, is eligible to be a candidate and/or vote in the Neighborhood Council’s governing board election. At a minimum, a stakeholder is anyone who lives, works or owns property within the Neighborhood Council boundaries.

“Stakeholder Declaration Identification Number” means the number listed on a voter’s completed 2004 Election Stakeholder Declaration Form, which is then listed on the voter’s ballots.

“Standard Ballot” means the ballot available to a voter who has met all voter eligibility requirements of Article VIII of these procedures, including the production of a valid credential.

“Standard Stakeholder Declaration Form Receipt” means the paper receipt issued to an individual who has completed a 2004 Election Stakeholder Declaration Form and has produced a valid credential, which enables the individual to obtain a Standard Bylaws Amendment Ratification Ballot without filling out a second 2004 Election Stakeholder Declaration Form.

“Third Party Arbitrator” means the person(s) or organization selected to review and issue final findings relative to a Challenge filed against the election. This person(s) or organization shall not be the IEA and should be independent from the outcome of the election and shall have no obvious vested interest in the outcome of the election.

“Write-In Candidate” means a candidate who is not included on the prepared printed ballot but for whom voters may cast a vote by writing in the candidate’s name in the appropriate space provided on the ballot.

“GRVNC Stakeholder Affidavit” or “GRVNC Stakeholder Declaration” is the form used by a person to affirm, under penalty of perjury, that they are a GRVNC stakeholder.

Article II. Summary of Election Rules and Procedures

This document sets forth the rules and procedures for the Sunday, June 27 Election meeting at the Westminster Elementary School (1010 Abbott Kinney Avenue, Venice, CA 90291). The GRVNC shall hold a prepared ballot election with a write-in candidate component. Voting polls shall be open between the hours of Sunday 10 a.m. to 4 pm. Proxy voting is not allowed.

Stakeholders shall cast votes to elect the following GRVNC Officers:

- President
- First Vice President
- Second Vice President
- Secretary (*unfinished term*)
- Government Relations Officer
- At-Large Board Member (*unfinished term*)

Stakeholders are only eligible to vote for District Representative in the District they draw their stakeholder status from:

- Lincoln Place District Representative
- Ocean Front Walk District Representative
- Oakwood District Representative
- Venice High District Representative
- Abbot Kinney District Representative
- Triangles District Representative
- Canals & Peninsula District Representative

Article III. Election Timeline

- A. June 21 (Monday)—7 Day “Meet the Candidates and Presidential Candidate Debate” Event, Printed Ballot Filing Deadline, Outreach and Notification Flyer Distributions, and Deadline for request to DONE for other than Spanish language assistance at the Election**
1. The candidate filing deadline for inclusion of a candidate’s name on the printed ballot is June 21, 2004.
 2. The deadline for requesting language assistance (other than Spanish which is scheduled to be provided) at the June 27 election is June 21, 2004.
 3. No later than June 21 a flyer containing the date, time and location of the June 27 election, as well as write-in candidate procedures, shall be mass distributed to Venice stakeholders.
 4. A “Meet the Candidates and Presidential Candidate Debate” event shall be held June 21 at the Venice United Methodist Church (1020 Victoria Ave. Venice, CA 90291-3963) from 7 p.m. until 9 p.m.
 - a. Any individual who has completed the candidate nomination process pursuant to Section V of these procedures, declaring his or her candidacy for an office other than GRVNC President, will be permitted to make a one minute statement to the audience. Candidates will speak in the order they sign a speakers list on the evening of the event.
 - b. Any individual who has completed the candidate nomination process pursuant to Section V of these procedures, declaring his or her candidacy for the office of GRVNC President, will be permitted to participate in a GRVNC Presidential Candidates Debate. The Debate will begin with a two minute statement by each candidate for GRVNC President. The two minute candidate statements will be followed by questions from local press and members of the audience, moderated by the GRVNC Elections Committee Chairperson.
- B. June 27 (Sunday)—Election Day**
- C. June 28 through July 1 (Monday-Thursday): Stakeholder Declaration Form Inspection Period**
Candidates shall be allowed to inspect all GRVNC 2004 Election Stakeholder Declaration Forms at a place provided by the IEA. See “Voter Eligibility” section.
- D. July 11 (Sunday)—Deadline for Completion of the Final Official Certified Canvass of Ballots**
The deadline for completion of the Final Official Certified Canvass of ballots shall be July 11 (14 days after election day). See “Official Canvass of Votes” section.

Article IV. Independent Election Administrator (“IEA”)

A. Identification of the Independent Election Administrator

The League of Women Voters shall serve as the IEA. As IEA, the League may utilize the staff, material, equipment and facility resources of the GRVNC or DONE to assist them in carrying out the election administration duties. Candidates for the GRVNC Board of Officers may not participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating the voting material or explaining the voting process.

B. Responsibilities of the Independent Election Administrator

The IEA retains the ultimate authority and responsibility for the administration of the election. In the event that the IEA is unable or refuses to perform any of the responsibilities delegated to the IEA by these elections procedures, the GRVNC Elections Committee Chairperson shall bear the responsibilities. The IEA shall be responsible for the following duties:

1. Reviewing and providing input on the GRVNC draft Election Procedures.
2. Processing of candidates including verification of eligibility and conducting or supervising the candidate forum(s).
3. Processing of voters including verification of eligibility.
4. Overseeing and approving the preparation of the ballot to be used in the election.
5. Distributing and receiving ballots from the voters.
6. Verifying provisional ballots.
7. Counting and recounting the ballots.
8. Issuing the election results.
9. Securing and submitting all election materials for records retention in accordance with the GRVNC Bylaws and Election Procedures.
10. Resolving challenges to stakeholder status.

Article V. Candidate Nomination Process

Candidates must be GRVNC Stakeholders. A candidate may run for only one GRVNC office at an election.

- A. Nominations for the printed ballot are open from April 27, 2004 through June 21, 2004.
- B. Nominations for the printed ballot are to be made by email or by mail or in person. Candidates may email candidates@grvnc.org for automated instructions on declaring candidacy via US mail. Or they may stop by the Vera Davis Center during normal operating hours (call 310-305-1865 for information) and giving their name, phone number and address and office sought to the receptionist. Or by mail to the IEA.
- C. In order to qualify as a candidate, an individual must verify his or her stakeholder status in the same manner as becoming a voting member of GRVNC. Candidates for District Representative must live in the district for which they are candidate.
- D. The Election Committee Chairperson or his agent is responsible for verifying a candidate's eligibility and certifying that a candidate has been accepted for inclusion on the printed ballot.
- E. The Election Committee Chairperson or his agent shall issue a printed receipt to a candidate to verify that the candidate's nomination has been accepted and that the candidate will be included on the printed ballot. An email will also be sent if the candidate provides an email address.
- F. If the Election Committee Chairperson or his agent rejects a candidate's filing application, that candidate may request the IEA to review their candidate filing application. Subsequent to their review, the IEA will issue a final determination as to whether the candidate will be allowed to run for office.
- G. A list of candidates certified to appear on the printed ballot shall be posted at the official GRVNC posting location and on the GRVNC website. The list should be updated within three (3) days of any candidate being certified and final list of certified candidates must be issued and posted within 3 days of the close of candidate filing.

Article VI. Design of Ballots and Voter Instructions Sheets

A. Oversight

The IEA is responsible for overseeing and approving the design of the ballot(s) to be used in the June 27, 2004 GRVNC elections.

B. Ballot Specifications

1. All Ballots shall be 8.5” x 14” paper. There shall be 4 different ballot types, each with a distinct color:
 - a. Standard Candidate Election Ballot (Yellow)
 - b. Provisional Candidate Election Ballot (Pink)
 - c. Standard Bylaws Amendment Ratification Ballot (Green)
 - d. Provisional Bylaws Amendment Ratification Ballot (Blue)
 - e. In the event that a particular color paper can not be obtained in sufficient quantity to print the necessary number of ballots, a different color may be substituted provided, however, that each ballot type is printed on a single color paper.
2. Both the Standard Candidate Election Ballot and the Provisional Candidate Election Ballot shall contain the following information in the following format:
 - a. The names of the thirteen (13) offices being elected, with each office name followed by the names of all candidates who qualified to have their names printed on the ballot pursuant to the candidate nomination procedures set forth in Article V of these procedures.
 - b. The order of listing candidate names on the ballot following the office name will be determined by a random drawing of candidate names from a hat.
 - c. Candidate names may include a title less than 30 characters in length.
 - d. For every office listed on the ballot, there shall be a space for a voter to write- in the name of a candidate not listed on the ballot.
 - e. The ballots shall use the same size, font and color of type for all candidate names.
 - f. The ballots shall use the same size, font and color of type for all candidate titles.
3. Both the Standard Bylaws Amendment Ratification Ballot and the Provisional Bylaws Amendment Ratification Ballot shall be designed by the Chairperson of the GRVNC Bylaws Committee, subject to the approval of the IEA.
4. Both the Provisional Candidate Election Ballot and the Provisional Bylaws Amendment Ratification Ballot shall have the phrase “PROVISIONAL BALLOT” printed at the top, but be identical to the Standard ballots in other respects.
5. All ballots shall be uniquely numbered at time the ballot is issued to the voter with the voter’s Stakeholder Declaration Identification Number, in order to create a ballot identification process.
6. Only the IEA or the Third Party Arbitrator may use a Stakeholder Declaration Identification Number to match a Stakeholder Declaration Form with any ballots and may do so solely for the purpose of resolving a formal election challenge. Voters shall be informed of this fact within the ballot instructions.

7. A Standard Voter Instructions Sheet shall be printed on the same color paper as the Standard Candidate Election Ballot and shall contain, at a minimum:
 - a. Notice of the ballot tracking system using the Stakeholder Declaration Identification Number and restrictions on the tracking system's use.
 - b. Directions to cast one vote for each of the six (6) at-large offices on the ballot.
 - c. Directions to cast ONLY one vote for a District Representative and that the vote must be cast for a candidate running in the District from which the voter's stakeholder status is derived.
 - d. Explanation of the GRVNC Bylaws Amendment ratification process.
8. A Provisional Voter Instructions Sheet shall be printed on the same color paper as the Provisional Candidate Election Ballot and shall contain, at a minimum:
 - a. An explanation of the Provisional Ballot voting process, including the responsibilities of a provisional voter to ensure that his/her provisional ballot is counted.
 - b. Notice of the ballot tracking system using the Stakeholder Declaration Identification Number and restrictions on the tracking system's use.
 - c. Directions to cast one vote for each of the six (6) at-large offices on the ballot.
 - d. Directions to cast ONLY one vote for a District Representative and that the vote must be cast for a candidate running in the District from which the voter's stakeholder status is derived.
 - e. Explanation of the GRVNC Bylaws Amendment ratification process.

Article VII. Campaigning

A. Use of City Logos Prohibited

The use of the City Seal, DONE logo, any DONE created official certified Neighborhood Council designation, or any GRVNC created logo on candidate campaign materials is prohibited. Doing so may cause disqualification from the election.

B. Candidate Endorsement by GRVNC Board Prohibited

The GRVNC Board of Officers, acting in its official capacity, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the GRVNC Board of Officers. This provision does not restrict the right of individual GRVNC Board of Officers members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.

C. Use of City Property

No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except as provided below. City facilities may be used:

1. To hold a candidate forum sponsored by the GRVNC;
2. To hold the GRVNC election; or
3. If the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.

City resources may be used by the GRVNC for communicating with voters through the printing and mailing of a voter information pamphlet which includes candidate statements and/or the posting of

candidate statements on its website. To the extent that the GRVNC provides candidate statements to the voters or the GRVNC mailing list to candidates, candidates shall be given access in a timely and uniform manner.

Article VIII. Voter Eligibility

All voters must be GRVNC Stakeholders as defined by the GRVNC Bylaws Article III. Pursuant to GRVNC Bylaws Article VI(E), any GRVNC stakeholder who is at least 16 years of age, or who is under 16 years of age but is a junior or senior in high school, must be given the opportunity to vote. Any person requesting a ballot has the right to vote a provisional ballot if unable to produce a valid credential listed in subsection (B)(1) (below). Poll workers must inform any person requesting a ballot of their right to vote by provisional ballot.

A. Election Day Voter Registration

1. A stakeholder must show a valid credential in order to have his or her vote counted, pursuant to GRVNC Bylaws Art. III(B), and must sign a new GRVNC 2004 Election Stakeholder Declaration Form. There is no pre-registration process.

B. Credentials For Voting

1. Standard Credentials

An individual must show one of the following valid credentials (or a copy of) in order to be issued a Standard Ballot:

- a. Legal document such as a driver's license or California state ID card
- b. Business Card
- c. Imprinted check
- d. Recent utility bill
- e. Property tax bill
- f. Business license
- g. School ID
- h. A homeless person may submit an appointment card or a note with an address indicating services received or given in GRVNC boundaries
- i. Proof of a P.O. box in the GRVNC Boundaries, including mail addressed to such P.O. box.

1. Provisional Credential

- a. An individual who is not able to produce one of the credentials listed in subsection (B)(1) may instead provide on the Stakeholder Declaration Form a description of the location of the stakeholder's activity in Venice that does not have an address (e.g., "on the boardwalk between Thornton Ave and Dudley") and what specific time their activity takes place in the following week. An individual who provides the location of a Venice activity as a provisional credential is entitled to receive a Provisional Ballot.
- b. Unlike other recipients of Provisional Ballots, an individual who provides this provisional credential is not required to produce a credential from the list in subsection (B)(1) in order to have his or her ballot counted. Instead, the IEA shall seek assistance from the Chairpersons of the GRVNC Boardwalk Committee and Election Committee in locating a provisional credential voter between June 28 and

July 4. A minimum of two attempts on two separate days shall be made to verify by direct observation the stakeholder status of any provisional credential voter.

- c. Any provisional credential verified by direct observation shall be deemed a valid credential for the purposes of Article VIII(A) of these procedures and the ballot(s) associated with the provisional credential shall be counted.
- d. If after two attempts on two separate days the IEA, with the assistance of the Chairpersons of the GRVNC Boardwalk Committee and Election Committee, is unable to verify by direct observation the stakeholder status of a provisional credential voter, such voter's Provisional Ballot will not be counted.
- e. Any individual who votes by provisional ballot, including an individual who relies on the provisional credential process described above, may produce a valid non-provisional credential between June 27 and July 2 to ensure that his or her provisional ballot is counted.

C. Voter Eligibility Challenges and Provisional Ballots

1. The only acceptable bases for challenging an individual's right to vote at the polling site will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws, the person has already voted, the credential is not authentic, or the stakeholder does not draw their stakeholder status from the district in which they claim to.
2. If a voter is challenged on the basis that they are not a stakeholder or that they are not eligible to vote in the district race, the voter may seek to resolve the challenge via any of the means listed in the Credentials Section.
3. If the IEA does not resolve the challenge immediately, the voter will be offered a provisional ballot.
4. The IEA shall ensure that any individual casting a provisional ballot has provided the necessary contact information on the Stakeholder Declaration Form.
5. During the 4 day Stakeholder Declaration Form Inspection Period (*see* Article III(C) of these procedures) from June 28 through July 1 the IEA shall make the 2004 Election Stakeholder Declaration Forms available for inspection to all unaccompanied candidates by reservation only. The Election Stakeholder Declaration Forms may only be inspected and not copied and may be used by a candidate for purposes of challenging a voter's eligibility.
6. If a candidate chooses to challenge a voter's eligibility after the election, the candidate shall do so in writing, listing the challenging candidate's name, as well as the challenged voter's Stakeholder Declaration Identification Number, last name and first initial. The challenging candidate must also state, in writing, the reason for the challenge.
7. The IEA shall be responsible for the verification of all provisional ballots and resolution of all voter eligibility challenges.

Article IX. Polling Place Operations

A. Site Selection

In selecting the Westminster Elementary School as the site of the 2004 GRVNC Election meeting, the GRVNC Rules and Election Committee has determined that the site:

1. Is of sufficient size to accommodate the voter sign-in process, actual voting, and any allowable candidate/campaign activities;

2. Includes sufficient automobile parking space;
3. Is convenient for those utilizing public transportation; and
4. Is accessible for the disabled.

B. Polling Place Set-Up

The GRVNC Rules and Elections Committee and outreach committee shall recruit sufficient non-candidate volunteers to assist the IEA in the administration of the election. This includes, but is not limited to:

1. Setting up and operating voter registration tables;
2. Setting up voting booths;
3. Setting up and monitoring ballot boxes;
4. Designating and monitoring an electioneering area;
5. Posting required signage.

C. Accommodation of Disabled Voters

In the event that a disabled voter is unable to access the polling place, such a voter may request that a ballot, registration materials and voting materials be delivered by an authorized polling place worker to the polling place parking area or other nearby area outside of the polling place.

D. Public Posting of GRVNC Bylaws and Election Procedures

The GRVNC must conspicuously post a copy of the GRVNC Bylaws and Election Procedures at the polling site for stakeholder review.

E. Electioneering Activities

Electioneering, including the distribution of campaign literature, is restricted to the designated electioneering area. The designated electioneering area shall be completely outside the grounds of Westminster Elementary. The fence and building shall serve as the marker for the electioneering area.

Candidates or other individuals electioneering inside of the school grounds (marked by fence and building) will be in violation of these Election Procedures and will be required to leave the election premises. Flagrant violators who continue improper electioneering outside the designated area as determined by the IEA may have their candidacy invalidated if they refuse to leave after being so requested by the IEA.

F. Election Observers

Any individual shall be allowed inside the polling site throughout the election as an election observer, provided that the observer does not, in any way, attempt to interfere with or influence the activities of the polling place workers or the voters.

G. Language Interpretation and Other Voting Assistance

Voting Instructions shall be printed on the ballot in English and Spanish. An interpreter shall be available to assist Spanish speaking voters. Additional interpretation services shall be available upon request. Such a request must be submitted to DONE no later than June 21, 2004.

Any voter may designate another person who is not a candidate in the election to assist him or her in the voting process.

H. Opening and Closing Announcements

1. At 10 a.m., the IEA shall announce in a loud voice in front of the polling site that the polls are open.
2. At 3:50 p.m. (10 minutes prior to the closing of the polls), the IEA shall announce in a loud voice in front of the polling site that the polls will close in 10 minutes.
3. At 4:00 p.m., the IEA shall announce in a loud voice in front of the polling site that the polls are closed.

Article X. Voting Procedures

- A. The voting polls shall be open Sunday, June 27 from 10:00 a.m until 4:00 p.m.
- B. All voters shall complete and sign a new GRVNC 2004 Election Stakeholder Declaration Form, writing the proper District Number that they are entitled to vote in on the card.
- C. Each Stakeholder Declaration Form shall be marked with a unique “Stakeholder Declaration Identification Number.”
- D. The form of credential relied upon by the voter to prove stakeholder status, if any, shall be noted on the Stakeholder Declaration Form by the IEA.
- E. An individual who has completed the 2004 Election Stakeholder Declaration Form and provided a valid credential shall receive:
 1. a Standard Candidate Election Ballot marked with the individual’s Stakeholder Declaration Identification Number;
 2. a Valid Credential Stakeholder Declaration Form Receipt marked with the individual’s Stakeholder Declaration Identification Number; and
 3. a Standard Voter Instructions Sheet.
- F. An individual who has completed the 2004 Election Stakeholder Declaration Form but provided only a provisional credential or no credential at all shall receive:
 1. a Provisional Candidate Election Ballot marked with the individual’s Stakeholder Declaration Identification Number;
 2. a Provisional Stakeholder Declaration Form Receipt marked with the individual’s Stakeholder Declaration Identification Number;
 3. a Provisional Voter Instructions Sheet.
- G. An individual who has received either a Standard Election Ballot or a Provisional Candidate Ballot shall be directed to a voting station to complete the ballot and encouraged to proceed, after depositing the ballot in a ballot box, to the separate Bylaws Amendment Ratification election room, where the individual will be required to surrender:
 1. a Valid Credential Stakeholder Declaration Form Receipt in order to receive a Standard Bylaws Amendment Ratification Ballot marked with the individual’s Stakeholder Declaration Identification Number; or
 2. a Provisional Stakeholder Declaration Form Receipt in order to receive a Provisional Bylaws Amendment Ratification Ballot marked with the individual’s Stakeholder Declaration Identification Number.
- H. Having received either a Standard or Provisional Bylaws Amendment Ratification Ballot, an individual shall be directed to a voting station to complete the ballot and deposit the completed ballot in a ballot box.

- I. Both the Standard Candidate Election Ballot and the Provisional Candidate Election Ballot shall contain spaces for voters to write-in one person's name for every office listed on the ballot.
- J. Distribution of Stakeholder Declaration Forms and ballots will occur at a sufficient distance from the voting stations so as to allow candidates to observe the completion of Stakeholder Declaration Forms without interference in the voting process.
- K. Candidates may not, under any circumstances, talk to the voter, touch the voter or the voter's ballot, or talk about the voter to anybody except the IEA. Candidates may only request a challenge to the IEA.
- L. The IEA shall identify the process to allow a voter to obtain a replacement ballot if the original ballot is spoiled or miss-marked.
- M. A disabled access polling place has been selected to facilitate the participation of the disabled and individuals with limited mobility.
- N. Any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.
- O. Only the IEA or his or her assistants shall be allowed to issue, receive or process ballots from the voter.

Article XI. **Vote Counting Procedures**

Pursuant to GRVNC Bylaws Article VI(G), the candidate receiving the most votes for an office (*i.e.*, a plurality) shall be declared the winner. Should a write-in candidate receive the plurality vote in a race, that candidate must complete a GRVNC Stakeholder Declaration Form in order to be declared winner. If this candidate fails to do so in a timely manner, the candidate with the 2nd highest number of votes shall be eligible for the seat. A tie shall be resolved by a coin toss.

Article XII. **Official Certified Canvass of Votes, Issuance of Results and Ratification of the Election**

- A. The IEA shall be responsible for tabulating the ballots.
- B. The IEA shall verify all provisional ballots for inclusion in the Final Official Certified Canvass of the votes.
- C. The deadline for completion of the Final Official Certified Canvass including At- Polls ballots and any provisional ballots shall be 14 days after the election—July 11.
- D. The Final Official Certified Canvass activities shall be open to the public for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.
- E. The IEA shall submit the Final Official Certified Canvass to GRVNC board (board@grvnc.org) and DONE immediately upon completion.
- F. The final election results shall be announced by the Neighborhood Council and DONE immediately upon receipt of the final election results from the IEA.
- G. Final Election results shall be announced in the next scheduled "Outreach Newsletter."
- H. After the election process is complete, the IEA shall provide to GRVNC a Microsoft Excel electronic file in comma-delimited format, of all of the data from the GRVNC Stakeholder Declaration Forms obtained during the election.

Article XIII. Resolution of Election Challenges

A. Recount of Votes Cast

1. Any candidate may request a recount of the contest in which they were running within 5 days of the completion of the Final Official Certified Canvass by the IEA by filing a written request with DONE.
2. The IEA shall conduct the recount within 5 days of receipt from a candidate by DONE of the written request for a Recount.
3. Public notice of the location, date and time of the recount shall be posted at the Neighborhood Council's required notice sites a minimum of 24 hours before the recount is to take place and that the person(s) requesting the recount be provided individual notice within the same time frame.
4. The recount shall be open to public observation, provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.
5. The IEA shall certify the recount results to the Neighborhood Council and DONE immediately upon completing the recount.
6. The certified recount results be announced by the Neighborhood Council and DONE immediately upon receipt of the certified recount results from the IEA.

B. Election Challenges

1. Any candidate may challenge the conduct of the election within 5 days of the completion of the Final Official Certified Canvass by the IEA by filing a written request with DONE. The written request must:
 - a. Identify the basis for the challenge to the election.
 - b. Identify the candidate issuing the challenge.
 - c. Provide contact information for the candidate issuing the challenge.
2. DONE shall use any method to handle the challenge.
3. DONE may, with the concurrence of the GRVNC, engage the services of another person(s) or organization to act as the Arbitrator. The arbitrator selected cannot have participated in the conduct of the election in any way or have any vested interest in the outcome of the Election Challenge.
4. Public notice of the receipt of an election challenge shall be posted at the GRVNC's required notice sites at the time the election challenge is submitted to the Arbitrator and that the person(s) submitting the election challenge be provided individual notice within the same time frame.
5. The Arbitrator shall complete the review and issue the final findings to DONE within 30 days of receipt of the election challenge from DONE. If circumstances arise such that the review and issuance of findings cannot be completed in 30 days, the Arbitrator may utilize up to a maximum of two additional 30 day review periods. The Arbitrator will submit a notice to DONE identifying the reasons for the delay prior to initiating each review period extension.
6. The findings of the Arbitrator will be final and binding on the GRVNC.

7. Immediately upon receipt of the findings of the Arbitrator, DONE shall work with the GRVNC to begin implementing the findings, as necessary, of the Arbitrator.

Article XIV. Seating of Elected Board Members

- A. Within seven (7) business days of the announcement of final election results, the GRVNC Rules and Elections Committee must submit the names, candidate/board member stakeholder affiliation, board seat, public contact information, and private contact information (if available) for each newly elected board member. All information must be submitted on the form prescribed by DONE.
- B. Newly elected governing board members shall be seated in accordance with the GRVNC Bylaws pending the final results of a recount or an election challenge.

Article XV. Disposition of Election Records

- A. The IEA shall retain all election materials including ballots, candidate filing documents, Stakeholder Declaration Forms, etc. until the period for requesting a recount or filing a challenge has passed, or if a recount request or an election challenge is filed, until those processes are concluded.
- B. In the case of an election challenge, the IEA make the election materials available to the Third Party Arbitrator upon request.
- C. At the conclusion of the recount and election challenge resolution period, the IEA shall destroy the ballots and turn all other election materials over to the GRVNC. The GRVNC shall then retain the election materials in accordance with their own procedures for maintaining records.

Article XVI. Voter Fraud Disqualification

Any candidate who has willfully committed voter fraud shall be barred from holding any position on the Grass Roots Venice Neighborhood Council.

Article XVII. Severability

If any provision of these GRVNC elections procedures is determined by DONE during DONE's approval process to be invalid under City law and policy, such invalid provision shall be severable from the valid provisions of these procedures. The GRVNC Board authorizes DONE to remove any such invalid provision from these procedures and approve the remainder of the procedures forthwith, so as to allow the GRVNC 2004 election to be held on schedule without the delay of seeking GRVNC Board approval of any DONE modifications to these procedures.