

*Revisions to reflect compliance with operating documents
April 10, 2008 changes, corrections, revisions in green type*

*This is the attachment submitted to the City as part of our 2007 Bylaws update
color key: red- our procedures which are a deviation from the shell bylaws
document
blue-the additions we added (OCT 2007) to our bylaws submitted
to the city*

ATTACHMENT TO OCTOBER 2007 BYLAWS/SHELL DOCUMENT

EXHIBIT B

ELECTION PROCEDURES

THE RANCHO BERNARDO COMMUNITY ELECTIONS ARE A COMBINED EFFORT BETWEEN THE RANCHO BERNARDO COMMUNITY PLANNING BOARD, RECREATION COUNCIL, AND COMMUNITY COUNCIL. THE ADMINISTRATIVE RESPONSIBILITY OF CONDUCTING THE COMMUNITY ELECTIONS MAY BE ROTATED ON A YEARLY BASIS.

Election Committee

Each community group shall designate one (1) member each to serve on the Tri-Council Community Election Committee **no later than October**. It shall be the responsibility of the member designated for the Rancho Bernardo Community Planning Board to ensure that all elections are conducted in compliance with Council Policy 600-24, the Bylaws of the Rancho Bernardo Community Planning Board and the Administrative Guidelines.

The Tri-Council Election Committee shall:

- make every effort to recruit a greater number of qualified candidates that there are vacancies.
- coordinate the elective process.
- prepare, distribute and receive candidate qualification forms.

- candidates for election shall be positioned on the ballots as drawn by lot by the Tri-Council Election Committee. Ballots shall include up to four words of identification for each candidate (i.e. incumbent, homemaker, retired, executive, etc.).
- A termed out member may be listed on the ballot and be elected if there are not enough qualified candidates to fill the open seats AND they receive 2/3 of the total vote. This distinction shall be noted on the ballot.
- the election committee will have discretion to ~~change~~ modify the guidelines from year to year . All modifications must be in compliance with operating documents of the RBCPB.
- take steps to ensure that voters/candidates are qualified as to age and residency and the voters cast votes only for candidates running for office in the voters geographical district and are listed on the ballot.
- the planning board member of the Tri-Council Committee will verify and confirm that planning board candidates meet any and all requirements as dictated by the planning board's operating documents.

Changes in District Boundaries and Representation

The Tri-Council Election Committee shall make recommendations to the Rancho Bernardo Community Planning Board for further recommendations to the City any changes in residential district boundaries and/or changes in the number of positions for each community district represented on the planning board.

Deadline for filing and List of Candidates

The deadline for filings as a candidate for election shall be postmarked or delivered by January 31 by 11:59 pm (PST) to the Tri-Council Election Committee.

Candidates and Qualifications, Polling Places, Absentee/Mail Ballots

The Election Committee shall arrange for publication of notices for the list of candidates with qualifications, location of the polling places, hours of voting and availability of absentee/mail ballots twenty-one (21) days prior to the election day in March.

Rancho Bernardo Community Elections are held the first Saturday in the month of March.

Voting Procedures

Ballots for residential voting by election districts shall be available on election day at the designated polling places. The Election Committee shall provide personnel and make other necessary suitable arrangements at the polling places to ensure voting by secret ballots.

Absentee/Mail ballots shall be provided by the Election Committee and notices published at least twenty-one (21) days prior to election day as to availability of absentee/mail ballots, where obtained and procedure for casting an absentee/mail ballot. All absentee/mail ballots shall be returned in a sealed envelope. The envelope must be signed by the absentee/mail voter and received prior to the close of elections on the election date. Absentee/mail ballots may either be sent to the Tri-Council Election Committee in the regular US mail or placed in a ballot box or delivered to a polling place on election day.

BALLOTS

All voting prior to the first Saturday in the month of March shall be by 'absentee' ballot. Residents 'voting' at local polling centers providing 'absentee' ballots will sign a log sheet with their name and address and be provided a ballot, a ballot envelope and a return envelope. Return envelopes will be pre-printed with required information: name, address, signature.

Voting by proxy is prohibited.

Cumulative voting is not permitted.

A Notice shall be conspicuously placed at the polling places prohibiting campaigning conducted within one hundred (100) feet of the polling places.

Eligibility for Planning Board Membership

To be eligible as a residential candidate for election to the Rancho Bernardo Community Planning Board a person shall be at least eighteen (18) years old and shall be a resident of the specific district for at least thirty (30) continuous days. Candidate must also meet any and all requirements as outlined in Article III Section 2 and meet the documented attendance required in Article V Section 1. of the Rancho Bernardo Community Planning Board Bylaws.

Qualification of Electors

The electors shall be individuals who have been in residence in Rancho Bernardo for a continuous period of not less than thirty (30) days and whose age is at least eighteen (18) years on the date of the election.

Advisory Propositions

Advisory propositions setting forth issues of concern to all residents in Rancho Bernardo to be placed before the voters may be included in the election process provided the Election Committee has approved such action including the precise language of the advisory proposition. Such action shall be taken by the Board no later than its regular meeting in January. All advisory propositions shall be placed on a single ballot and be collected and counted separately from the tally of the votes for candidates. Costs, if any, for advisory propositions will be paid by the Board only if the Board has initiated and set forth the proposition.

Counting Ballots

The Tri-Council Committee will solicit ballot counters to assist in the counting of ballots. No individual on the ballot may serve in this capacity. Ballots will be counted in teams of (at least) two volunteers. Totals will be verified by a second team of counters.

Absentee ballots received without the required signature on the envelope will be deemed invalid and not counted.

For all ballots cast prior to the first Saturday in March, the Tri-Council Committee will verify that signatures on ballot envelopes correspond to signatures on sign in list

Tri Council Committee will keep a list of all written requests for absentee ballots and verify receipt.

All ballots received via regular mail will be cross checked for signature verification (i.e.: if ballot obtained prior to election date

Election Results

Upon final verification of the count, the Chair of the Rancho Bernardo Community Planning Board Publicity & Election Committee shall report the election results to the Planning Board Chairperson and certify the election. The election results shall be announced at the March Planning Board meeting.

Resolution of a tie vote regarding election procedures for candidates, vacancies and officers shall be referred to *Robert's Rules of Order Newly Revised* (if not otherwise addressed in the operating documents).

Resolution of Disputes

In the event of an issue of any nature concerning eligibility of candidate or electors, the conduct of election campaigns or outcomes, a three (3) member Election Committee shall resolve the dispute [as it relates to Planning Board members](#). The members shall be appointed by the Chair of the Planning Board at a meeting following the election. Their recommendation to the full Planning Board shall be made at the second regularly scheduled meeting in March; called to order immediately following the adjournment of the first regularly scheduled meeting. Election issues shall be brought forth to the Election committee no later than at the conclusion of the meeting following the election. Final resolution of such issues by the full Board must occur at the second regularly scheduled board meeting in March.