

# **SAN YSIDRO COMMUNITY PLANNING GROUP NOTICE OF SUBCOMMITTEE MEETING**

## **ELECTION SUBCOMMITTEE**

**Location:  
Col. Irving J. Salomon Community Activity Center  
179 Diza Road  
San Ysidro 92173**

**Monday, February 10, 2014 at 4:00 p.m.**

**Contact: Antonio Martinez (619) 806-0828**

- 1. Call to Order**
- 2. Selection of Committee Chairman**
- 3. Public Comment on Matters Not on the Agenda**

Comments and inquiries from any person regarding matters which are not on this Agenda. Comments and inquiries must be related to the Group's purposes, described in City Council Policy 600-24. If a large number of people wish to speak on the same item, comment may be limited to a set period of time per item. The Brown Act does not allow any action or vote to be taken on items not properly noticed. Public comment on any item appearing on this agenda is taken at the time the item is heard.
- 4. Docket Items**
  - a. Review of Election Procedures (SYCPG Bylaws, Exhibit C). See attachments.
  - b. Discussion. Methods to achieve compliance with the requirements of the SYCPG Bylaws regarding Elections.

**Adjournment**

# SAN YSIDRO COMMUNITY PLANNING GROUP

## PUBLIC NOTICE OF ELECTIONS

Elections will be held for seven (7) of the fifteen (15) seats on the *San Ysidro Community Planning Group*. The elections are on **Monday, March 17, 2014**. The polls open at 5:30 p.m. and close at 7:00 p.m. The term is four (4) years, ending in April, 2018. The polling place is at: San Ysidro School District Governing Board Room, 4350 Otay Mesa Road (north of Beyer Blvd) in San Ysidro.

The SYCPG was formally recognized in 1967 by the City Council of the City of San Diego to make recommendations to the City Planning Commission, City Council, City staff, and other governmental agencies on land use matters, specifically concerning the preparation of, adoption of, implementation of, or amendment to, the General Plan and/or the *San Ysidro Community Plan*. The SYCPG also advises on other land use matters as requested by the City of San Diego, other governmental agencies, or other interested persons. The *San Ysidro Community Plan* was adopted in 1974 and 1990. A plan update is now underway with a scheduled completion in 2015.

The community plan boundaries are generally described as: starting at the intersection of I-905 and I-5; southeast along I-5 to Dairy Mart Road; south to Camino De La Plaza, Tijuana River Levee, and International border; east to the top of the Otay Mesa hillsides; northwest to the intersection of I-805 and I-905; west along I-905 to its intersection with I-5.

Our regular meetings are held on the third Monday of each month; called to order at 5:30 p.m.

**TO VOTE IN THE ELECTION:** must be a General Member who is: (1) at least 18 years of age; AND (2) a property owner, or designee of the property owner; OR (3) a resident; OR (4) a local businessperson or not-for-profit with a business address in the community and employees or operators of the business or not-for-profit at that address. **Eligibility must be verified by the Election Subcommittee.**

**TO BE A CANDIDATE FOR ELECTION** a person who is not already a General Member must have been documented as attending at least one of the last 12 regular meetings and also have a membership application on file by the February 24, 2014 regular meeting.

At the SYCPG regular meeting on February 24, 2014 qualified candidates will be announced. Other nominations will be considered at that time, and only if qualification can be determined. Thereafter, nominations will be closed and the ballot finalized for the March 17, 2014 election.

View the website for a boundary map (Exhibit A), General Membership application (Exhibit B), and Election Procedures (Exhibit C):

<http://www.sandiego.gov/planning/community/pdf/bylaws/sybylaws.pdf>

and from the Chairman, Secretary, or City Planner listed below.

### FOR MORE INFORMATION:

Chairman: Michael Freedman: (619) 690-3833 [[michaelf@cox.net](mailto:michaelf@cox.net)]

Secretary: Jennifer Goudeau: (760) 942-3437 [[jgoudeau@barobgroup.com](mailto:jgoudeau@barobgroup.com)]

City of San Diego Planner: Sara Osborn (619) 236-6368 [[sosborn@sandiego.gov](mailto:sosborn@sandiego.gov)]

Also visit: <http://www.sandiego.gov/planning/community/cpg/>

This information will be made available in alternative format upon request. To request an agenda in alternative format, to request a sign language or oral interpreter, or to request Assistive Listening Devices (ALD's) for the meeting, you must call the City of San Diego at (619) 235-5200 at least five working days prior to the meeting to insure availability.

## **EXHIBIT "C"**

### **ELECTION PROCEDURES**

#### **A. AUTHORITY**

The procedures in this Exhibit "C" include all of the requirements contained in Article V, and Article VIII, Section 1(e) of the bylaws. The *Elections Handbook* (which is an attachment to the "*Administrative Guidelines for Implementation of Council Policy 600-24: Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups*") provides general guidance for the election process. Where revisions to the procedures in those documents conflict or are inconsistent with the procedures in this Exhibit "C", the revisions shall take precedence and shall have the same effect as if this Exhibit "C" were amended to conform to those referenced procedures, except where options to the procedures are permitted.

#### **B. ELECTION SUBCOMMITTEE**

1. No later than January of an election year, the Chairperson shall establish an Election Subcommittee of at least three (3) but no more than five (5) persons not standing for election. The subcommittee may include "eligible community members" so long as the majority of the subcommittee are elected members. A subcommittee chairperson shall be responsible for the conduct of the committee's business.

2. The subcommittee shall:

- select a subcommittee chairperson
- solicit "eligible community members" to become candidates
- develop and implement a process for the promotion of the March election
- prepare a sample ballot for distribution with the March agenda
- prepare the two official ballots with names randomly placed for the March election
- supervise the election process
- review each voter's qualification (see paragraph "D")
- cross-check eligible voters with the master membership list
- issue one (1) official ballot for each qualified voter
- tabulate the ballots
- determine the legality of all ballots cast
- convey the results of the election to the SYCPG Chairperson
- collect and seal all ballots cast, defaced, replaced or disqualified

3. At the February meeting, the Election Subcommittee shall present to the planning group a complete list of interested candidates collected up to that point in time. Development and promotion of "slates" of candidates is contrary to the intent of Council Policy 600-24 and is not allowed. Candidates may be added at the February meeting. The February SYCPG agenda may docket as an information item a "Candidate Forum." The SYCPG Chairperson may limit the time for each candidate to speak.

4. The Elections Subcommittee shall be disbanded twenty-four (24) hours after the election is final unless a challenge is filed in accordance with the Challenge Criteria herein.

### C. CANDIDATE REQUIREMENTS

1. Must be at least 18 years of age, and
2. Must be an “eligible community member” (Art. III, Sect. 2):
  - property owner, who is an individual identified as the sole or partial owner of record, or their designee, of a real property (either developed or undeveloped), within the community planning area, or
  - resident, who is an individual whose primary address of residence is an address in the community planning area, or
  - 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.

and,

3. Must have an *Application for General Membership* on file with the Secretary, and
4. Must have attended at least one of the SYCPG’s last 12 meetings prior to the February regular meeting preceding the election, documented by the Secretary. A candidate may be added at the February regular meeting provided the candidate can establish eligibility.

5. Council Policy 600-24 requires that elected members shall, to the extent possible, be representative of the various geographic sections of the community, and diversified community interests. Not-for-profits that are representative of the diversified community interests can be included among the elected members of the SYCPG. The governing body or chief executive must designate in writing the person who will be their candidate. An *Application for General Membership* will be required from the designee indicating the organization and its address in the community.

### D. VOTER REQUIREMENTS

1. Must be an “eligible community member” (see C.1, 2, 3 and 5, above).  
(Attendance at a meeting per C.4. is NOT a requirement for voting eligibility).
2. Eligibility must be established prior to the March election or at the time of voting.
3. Must be on the Master Membership List maintained by the Secretary, or identity and eligibility can be verified at the time of voting by the Election Subcommittee.
4. Must present proof of identity at the polling location. The following are some of the documents that may be used to prove eligibility:
  - California driver’s license or identification card
  - lease, rental agreement or rent receipt
  - most recent utility bill
  - deed to real property
  - property tax bill
  - current Business License
  - letterhead document stating that you have been selected by the member not-for-profit as its voting representative
  - any other documents or materials that the Election Subcommittee may deem acceptable

## **E. BALLOTS AND VOTING**

1. Voting shall be by secret written ballot.
2. Proxy, mail-in, and/or write-in balloting shall not be permitted.
3. Candidates with less than eight (8) consecutive years of service shall be seated in order of the plurality of total qualified votes cast.
4. If there are any seats remaining, they shall be filled, in order of plurality, by candidates with more than eight (8) consecutive years of service, provided first that they receive at least a two-thirds majority of the total qualified votes cast. The number of individuals serving more than eight (8) consecutive years shall in no case exceed twenty-five percent (25%) of the voting committee membership.
5. Any remaining open seats shall be declared vacant, and the procedures for vacancies in Article IV shall apply, but not earlier than the next regular meeting.
6. Sample and official ballots shall clearly identify:
  - which seats individual candidates are running for
  - how many candidates can be selected
  - any limitations on which candidates the various categories of “eligible community members” can vote for
  - which candidates must receive a two-thirds (2/3rds) majority vote due to service beyond eight consecutive years
7. Only members of the Election Subcommittee shall handle and count the ballots. The tabulation shall include:
  - the total number of ballots cast
  - the number of illegal ballots
  - the number of disqualified ballots
  - the total qualified ballots counted
  - the number of total qualified votes cast for each candidate by name
  - the percentage of the total qualified votes cast for each candidate by name

## **F. POLLS**

1. Polls shall be located so as to be accessible to the general public and to persons with physical limitations.
2. In general, the poll location should be at the same place and time as the SYCPG holds its regular meetings, unless circumstances warrant a change in location or time. Another location or additional locations or times shall be announced in the March agenda.
3. All polls shall be operated on the same day, but may stagger times.
4. Where more than one polling place/time is necessary, additional procedures regarding the handling and transportation of ballots and other procedures relating to the election process shall be developed by the Election Subcommittee with the advice and assistance of City staff and the City Attorney.
5. The polling place(s) and time(s) shall be posted at each location at least 72 hours prior to the opening of a polling location.

**G. ELECTION RESULTS AND REPORTING**

1. The Election Subcommittee will present the results to the SYCPG Chairman.
2. At the conclusion of the March meeting, the Chairperson will announce the election results. The election then becomes final.
3. The Chairperson is responsible for preparing, certifying and forwarding an election report to the City.
4. Newly elected members shall be seated in April at the start of the regular meeting in order to allow their full participation as elected members at that meeting.
5. The sealed ballots shall be retained by the chairperson of the Elections Subcommittee for a period of sixty (60) days.

**H. CHALLENGE CRITERIA**

1. Any challenge to the election results must be filed with the chairperson of the Elections Subcommittee in writing within twenty-four (24) hours of the counting of the ballots in order to allow enough time to resolve the issue.
2. The Elections Subcommittee chairperson shall within ten (10) business days prepare a written appraisal of the challenge and submit the documents to the City staff or City Attorney as appropriate.
3. If it is determined that a recount of the ballots cast is required, then the Elections Subcommittee chairperson will submit the sealed ballots to City staff or City Attorney, as applicable, for an independent recount or other disposition.
4. If a challenge is found to be valid, then City staff or the City Attorney should advise options that could cure the challenge.