



# **Chatsworth Neighborhood Council**

## **2017 Selection Manual**



Approved December 7, 2016



# Chatsworth Neighborhood Council

## 2017 Board Selection Procedures

These Board Selection Procedures shall be reviewed and approved prior to each scheduled Board Selection by the Board, and submitted to the Department of Neighborhood Empowerment (“Department”) for review no later than ninety (90) days prior to the Board Selection. Sunday, December 18, 2016. The Chatsworth Neighborhood Council Board’s review will occur at a regularly scheduled Council Meeting that has been duly noticed in accordance with the Brown Act. Wednesday, December 7, 2016.

### BOARD SELECTION DATE

The Chatsworth Neighborhood Council (CNC or “Council”) shall hold its Board Selection in the month of March each year.

#### Board Selection Day:

The date of the upcoming Board Selection is Saturday, March 18, 2017. The Board Selection will take place at the Chatsworth Train Depot, located at 10038 Old Depot Plaza Road, Chatsworth, CA, between the hours of 11 am and 5 pm.

In order to comply with the Brown Act, the Board Selection Day shall be conducted such that no business other than the Selection will take place.

### SELECTION COMMITTEE

A Selection Committee (“Committee”) shall be appointed to oversee the Selection process at the beginning of each new Board year, when new board members are installed after a Selection has been certified. Appointment of the Selection Committee shall follow the same rules as those in the CNC Bylaws that cover all other Board Committees.

#### Selection Committee Composition:

The committee shall be comprised of at least three (3) Stakeholders who are not applying as candidates for the Board Selection.

For information on the current CNC Selection, Contact:

Committee Chair: Paul Jackson

Phone: 818-613-1715 or 818-377-4492

Email: [vote@chatsworthcouncil.org](mailto:vote@chatsworthcouncil.org)

**Members: Linda van der Valk, Shekhar Chikhalikar, Nick Montano**

**Responsibilities:**

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to the Council's Board Selection, including, but not limited to:

- Designating the date, time and location of the Board Selection in compliance with the Council's Bylaws, and subject to the Board's approval.
- Securing the services of a Neutral Third Party (NTP), who will oversee the Selection and perform other administrative duties.
- Preparing and distributing all Candidate information.
- Overseeing eligibility and verification of all Candidates and Stakeholders.
- Overseeing notification and outreach of the Selection and all processes connected with the Selection to the community.
- Receiving and resolving any Challenges.

## **STAKEHOLDERS AND OUTREACH**

**Stakeholder Definition:**

Membership in this Council is open to any and all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations. A Stakeholder includes those who board one (1) or more horses within the Council boundaries.

Minimum age for Candidates and Voters is eighteen (18) years of age on the date of the Selection.

**Outreach to Stakeholders:**

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Board Selection proceedings, and to the best extent possible, have an opportunity to participate.

Outreach efforts shall begin 75 days prior to the Selection date. **Monday, January 2, 2017.** An effort shall be made to solicit participation via the following methods:

- Board Selection information will be placed at each of the Council's designated posting locations.

- Announcements and flyers will target schools, seniors, religious groups, businesses, the library, neighborhood groups, etc.
- E-blast, social media and other methods will be used.

These outreach methods will be used to solicit Candidates and Voters.

## CANDIDATES

### Candidacy Requirements:

The Chatsworth Neighborhood Council consists of twenty-one (21) positions. All seats are “at-large.” In even years, there will be eleven (11) board seats open; in odd years there will be ten (10) board seats open.

All Stakeholders who wish to run for a position on the Board must complete a current Candidate Filing Form. This form shall serve as written acceptance of the Stakeholder’s desire to run for a position on the Board.

Candidate Filing Forms must be completed and submitted to the Selection Committee, along with documentation of identity and qualification, including acceptable proof that the person is a Stakeholder. Forms must contain a mailing address, e-mail address and phone number. All forms must be **received by 5 pm Thursday, February 16, 2017.**

Candidate Filing Forms and other Selection information will be available on the Council website **chatsworthcouncil.org** and through the Selection Committee Chair listed above. Forms will also be available at all Council and Committee meetings held up to the date of closure of the nominating process. **Thursday, February 16, 2017.**

### Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive links to the following information:

- Chatsworth Neighborhood Council Board Selection Procedures
- Chatsworth Neighborhood Council Bylaws
- Information on Candidate statements, campaigning rules, and the Candidate Forum
- Any additional information that may be pertinent to the Selection process.

The Selection Committee will have copies of all information in a binder that is made available at all Board meetings for any potential Candidate to read prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

Any person who qualifies as a Stakeholder is eligible for one (1) of the twenty-one (21) positions available on the Chatsworth Neighborhood Council Board.

Verification:

Designated Selection Committee members and/or the NTP shall review each and every Candidate Filing Form and required documentation to verify that the individual meets the Stakeholder eligibility qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information provided is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form and documentation, the form and associated documentation shall be used as written verification of a Stakeholder's eligibility to run for a Board position.

All potential Candidates will be notified via e-mail if their Candidate Filing Form is incomplete. They will be told the steps necessary to complete the filing process.

Verification of all Candidates will be completed within three (3) calendar days after the close of the Nomination Period. **Sunday, February 19, 2017.**

The final list of certified candidates will be released 15 days before the selection. **Friday, March 3, 2017.** Names on the ballot may not include any professional designation.

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified shall be notified by phone or e-mail within three (3) calendar days after the close of the Verification Process. Notification shall include the specific reason why the Candidate has been disqualified. **Wednesday, February 22, 2017.**

Candidates who are disqualified may submit a letter or e-mail no later than four (4) calendar days after the deadline of disqualification asking for a reconsideration of their candidacy. Letters must include a specific rationale of why the Candidate feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Selection Committee in order to reconsider the matter. **Sunday, February 26, 2017.**

### Reconsideration:

A decision on reconsideration of a Candidate shall be made within two (2) calendar days after the deadline for Reconsideration. The Candidate shall be notified immediately by phone or e-mail. **Tuesday, February 28, 2017.**

### Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **in writing** to the NTP or Committee Chair no later than 15 calendar days after the close of the Nomination Period. **Friday, March 3, 2017.**

In the event a Candidate withdraws after the ballots are printed, any votes cast for the Candidate will not be counted.

## **TERM OF OFFICE**

The term of office is two (2) years.

## **NOMINATIONS**

Nominations shall open seventy-five (75) calendar days prior to the scheduled date of the Board Selection and shall continue for forty-five (45) calendar days thereafter.

**Open: Monday, January 2, 2017.**

**Close: Thursday, February 16, 2017.**

All nominations shall be made by filling out the Candidate Filing Form and submitting it to the Selection Committee or NTP at a Board meeting, online, by e-mail, postal mail or fax. The paper form will include an e-mail address, postal address and fax number. **All submissions by any method must be received by 5 pm Thursday, February 16, 2017.** Any forms received after the deadline will be automatically disqualified. Candidates are responsible for submitting readable information.

The Candidate Filing Form and list of acceptable identification will be made available at each Council and Committee meeting and on the Council website, beginning on **Monday, January 2, 2017.**

# CAMPAIGNING

## Candidate Materials/Contributions:

Although no maximum amount will be set, it should be understood that all campaign costs should be reasonable.

## Candidate Statements:

Each Candidate shall be given the opportunity to write a 150-word or less statement that lists their qualifications and explains to Stakeholders their reasons for wishing to serve as a Council Board Member. Each Candidate may also submit a passport-size photo of the person alone. These statements and photos will be posted on the Council website as they are submitted.

In addition, Candidates may submit a one-page statement for inclusion in binders that will be available at the poll for Stakeholders to inspect. This statement must fit on one side of 8½ by 11 paper and must be submitted to the Selection Committee at least one week before the Selection.

**Saturday, March 11, 2017.**

## Candidate Forum:

On **Wednesday, March 1, 2017,** at a noticed monthly Council Meeting, a Candidate Forum shall be conducted. Each candidate shall be given **two (2) minutes** to express why they should hold a Board position.

The Neutral Third Party shall facilitate the Candidate Forum in order to ensure the fairness of the process. Order of presentation shall be determined by random drawing of Candidate names.

## Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mudslinging), assault, or attack on any other Candidate or Stakeholder. Proof of the use of character defamation, assault, or attack by a Candidate may result in disqualification. Such disqualification will be determined by the NTP in consultation with the City Attorney.

Candidates may not use the Chatsworth Neighborhood Council logo or City Seal on any campaign materials they produce. Persons violating this requirement will be asked to remove the NC logo and/or City Seal. Failure to do so may result in disqualification.

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the polling place. Any person violating this requirement will be asked to leave the Selection site/area; any Candidate violating this rule may be subject to disqualification.

Electioneering includes, but is not limited to:



- Soliciting a vote or speaking to a Voter on the subject of marking the ballot
- Placing any sign relating to any Candidate
- Distributing or wearing material relating to any Candidate
- Placing a sign, distributing material or talking with a Voter on the subject of their qualifications to vote.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used by any Candidate to project Candidate information on the day of the Board Selection. Any violators will be asked to leave the voting area.

## **STAKEHOLDER REGISTRATION**

All Stakeholders who meet the criteria for the definition of a Stakeholder, as listed in the Council Bylaws and above, shall be eligible to vote on the day of the Selection. All Stakeholders will be required to show acceptable forms of identification. **See Attachment C for examples of acceptable forms of identification for voters.**

## **VOTING PROCESS**

No secret balloting is allowed. All ballots will be numbered.

The NTP shall use a random process, such as drawing from a hat, to determine order of Candidates' names on the ballot. Order on the ballot shall be determined no later than **Wednesday, March 1, 2017.** The ballots shall clearly state that each Stakeholder may vote for a maximum of 10 Candidates, but may cast only one vote per Candidate. Any ballot with more than 10 Candidates selected will be disqualified.

No write-in Candidates shall be allowed. No absentee or proxy voting shall be allowed.

### **Procedures:**

Stakeholders will start at the Registration Station. Each Stakeholder must fill out a current Voter Registration Form and present acceptable identification. **(See Attachment C.)** Stakeholders will receive a numbered ballot at the Final Check Station. The ballot number shall be noted on the Voter Registration Form.

The Stakeholder is then admitted to the voting room. Binders containing all submitted Candidate statements shall be available for viewing by Stakeholders to assist in their selection.

Poll Volunteers shall monitor the voting room and assist Stakeholders with any questions on procedures **but not on Candidates.** The NTP shall be notified of any violations or disruptions in the voting process.

Completed ballots shall be deposited into the ballot box. A Poll Volunteer shall monitor the ballot box at all times. The ballot box shall be unsealed only after the closing of the poll and in the presence of the NTP.

Curbside voting will be provided along the north side of the Chatsworth Train Depot building for a voter with a disability who is unable to access the polling place.

No Candidate may participate in any way in the handling or counting of ballots; Voter or Candidate registration or verification; and/or assisting voters in the act of voting in translating or interpreting the voting materials or explaining the voting process.

#### Vote Counting:

Ballots shall be counted in sections of approximately 50 ballots by at least three (3) pairs of volunteers, and recounted separately by each of the pairs. Any discrepancy in the tally by the groups shall result in an additional recount of that section of ballots. Each ballot shall be counted multiple times to assure accuracy. The public may observe the ballot count but may not interfere.

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. In the event of a tie, the winner shall be determined by drawing straws, with that process overseen by the NTP. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a difference of 10% or less between candidates.

**Wednesday, March 22, 2017.**

#### Provisional ballots:

A Voter may cast a provisional ballot if the Voter's eligibility cannot be determined in favor of the Voter on Selection Day. The only acceptable basis for challenging a Voter's right to vote at the polling place will be that the person is not a Stakeholder as defined by the Chatsworth Neighborhood Council Bylaws.

If a Voter is challenged on the basis of insufficient documentation, the Voter may produce any of the documentation outlined in these Selection Procedures, at which time the Voter will be issued a regular ballot.

If a Voter cannot produce the required documentation, the Voter will be offered the opportunity to submit a provisional ballot.

The provisional ballot will be the same as a regular ballot, except that prior to being placed in the ballot box the provisional ballot will be put inside a specially marked envelope. On the outside of the envelope, the Voter shall provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.
4. The voter's telephone number.
5. The voter's e-mail address.

When a Voter casts a provisional ballot, the Voter will be issued instructions that explain what steps the Voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the Selection. **Tuesday, March 21, 2017.** The Selection Committee and the NTP will be responsible for verification of provisional ballots.

## **CHALLENGES**

### **Contesting the Selection:**

Stakeholders who wish to contest the eligibility of a Candidate must submit a written Challenge to the NTP within seven (7) days of the close of the Nomination Period. **Thursday, February 23, 2017.**

Stakeholders who wish to contest the Board Selection or some part of the Board Selection Process (stakeholder status, violations of Selection Procedures or Council Bylaws) must submit a written Challenge to the NTP within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP by **5 pm, Thursday, March 23, 2017.** Challenges must include a specific rationale of why the Stakeholder feels the Board Selection or Selection Process has been violated along with any other pertinent information that will be of assistance.

The Selection Committee shall review and investigate all Challenges. The Committee shall have the authority to interpret these Selection Procedures and to act as arbitrator to resolve any disputes which may arise.

### **Ruling:**

A ruling shall be made within ten (10) calendar days of the deadline to receive a Challenge. **Sunday, April 2, 2017.** Written notice of the decision shall be issued immediately. Decisions of the Selection Committee are final.

## **ANNOUNCEMENTS OF RESULTS**

The Board Selection unofficial results shall be posted at the Chatsworth Train Depot within 24

hours following the voting. **5 pm Sunday, March 19, 2017.**

#### Certification of Board Selection Results:

The Selection Committee shall certify the Board Selection results as officially valid after six (6) calendar days following the Selection if no written Challenges have been received. **Friday, March 24, 2017.**

In the event of a contested Board Selection, the Committee shall certify the Board Selection as officially valid immediately after the resolution of any and all Challenges to the Selection.

## **RECORD RETENTION**

All Board Selection records shall be kept by the Neighborhood Council within a CNC storage area for at least one year following the date of the scheduled Board Selection.

## **POST-SELECTION TIMELINE**

The Selection Committee shall provide the Department with a copy of the Board Selection results on the day the official certified results are released.

The Selection Committee shall hold a debriefing meeting within thirty (30) calendar days following the Board Selection **(by Monday, April 17, 2017)** to evaluate the proceedings. This evaluation shall be written and presented as a Selection Committee report to the Board.

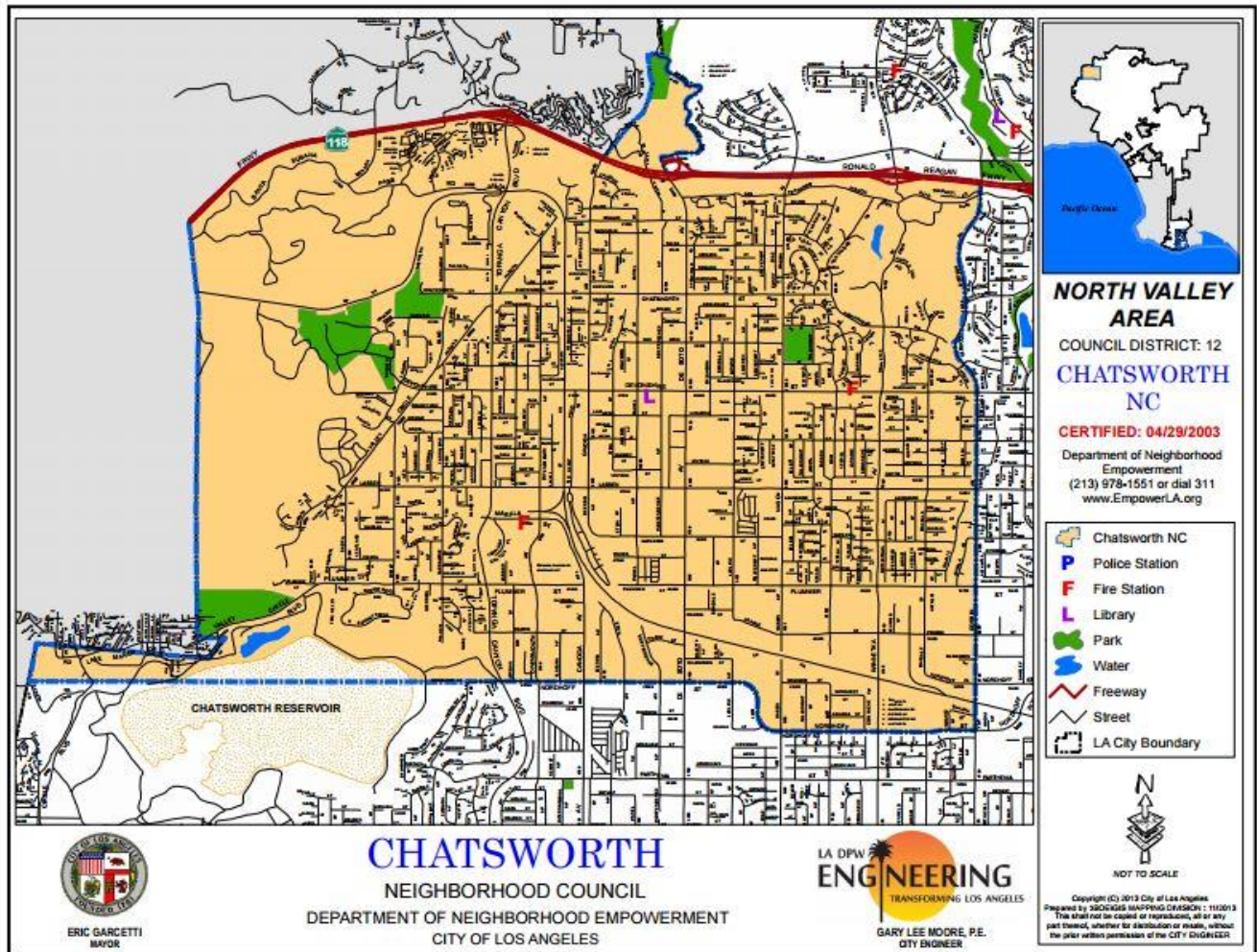
The previously selected Board shall serve until the newly selected Board is installed.

The newly selected Board shall be installed as a group at the next scheduled monthly meeting of the Chatsworth Neighborhood Council. The President or Vice President of the previously selected Board shall preside over the installation process. **if no challenges are filed, this would be on Wednesday, April 5, 2017.**

**CNC Selection Committee and NTP will refer to the “Neighborhood Council 2016 Election Manual” for guidance on any policies or issues not covered in these Selection Procedures. These procedures are deemed approved ten (10) days after submittal to EmpowerLA unless written notice is given to [vote@chatsworthcouncil.org](mailto:vote@chatsworthcouncil.org) before that time.**

# ATTACHMENT A

## Chatsworth Neighborhood Council Boundary Lines



The Chatsworth Neighborhood Council includes a geographic area that includes in excess of 33,000 residents. The boundaries include all areas within the City of Los Angeles described as follows:

- A. The Northern line shall be from the most northwesterly point of the Los Angeles City / Los Angeles County boundary at SR-118, northeast along said boundary to Brown's Canyon Road, then south along Brown's Canyon Road to the gate at its southern terminus, then south in a straight line to SR-118, then east to Corbin Avenue.
- B. The Eastern line shall be centerline of Corbin Avenue from SR-118 to Nordhoff Street.
- C. The Southern line shall be the centerline of Nordhoff Street from Corbin Avenue west to its termination, thence continuing in a straight line to the Los Angeles City / Los Angeles County boundary.
- D. The Western line shall be the western Los Angeles City limit from the extended centerline of Nordhoff Street north to SR-118.

## ATTACHMENT B

### 2017 Selection Timeline

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
	12/7/16, 6:30pm	Chatsworth NC Board meeting to consider 2017 Selection Procedures for approval
S-90	12/18/16	Last day to submit approved 2017 Selection Procedures to Department of Neighborhood Empowerment
S-75	1/2/17	First day to file Candidate Filing Form
S-75	1/2/17	Candidate Filing Form made available on CNC website and at each Council and Committee meeting
S-75	1/2/17	Selection information posted at CNC posting locations
S-75	1/2/17	Distribute announcements and flyers to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-75	1/2/17	Send e-blast, social media, and other digital methods
	2/1/17	Chatsworth NC Board meeting
S-30	2/16/17, 5 pm	Last day to file Candidate Filing Form
S-27	2/19/17	Deadline for Selection Committee/NTP to verify candidates
S-24	2/22/17	Deadline for Selection Committee/NTP to notify disqualified candidates
S-23	2/23/17	Last day to file candidate eligibility Challenges
S-20	2/26/17	Last day for disqualified candidates to request reconsideration
S-18	2/28/17	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
	3/1/17, 6:30 pm	Candidate Forum and Chatsworth NC Board meeting
S-17	3/1/17	Deadline to determine ballot order.
S-15	3/3/17, 5 pm	Last day for candidates to withdraw and have name removed from ballot. List of candidates to be released.
S-7	3/11/17	Last day to submit Candidate Statements
S	3/18/17, 11 am – 5 pm	Chatsworth NC Selection, Chatsworth Train Depot
S+1	3/19/17, 5 pm	Deadline to post unofficial Selection vote results at Train Depot
S+3	3/21/17	Last day for Provisional Voters to submit documentation
S+4	3/22/17	Last day to request recount
S+5	3/23/17, 5 pm	Last day to file a Challenge to the Selection process
S+6	3/24/17	Deadline for Selection Committee to certify results if no Challenges have been filed
S+15	4/2/17	Deadline for Selection Committee to rule on Challenges and certify results
	4/5/17, 6:30 pm	New Board seated at Chatsworth NC Board meeting
S+30	4/17/16	Deadline for Selection Committee to hold debriefing meeting

## **ATTACHMENT C**

### **Acceptable forms of documentation for candidates and voters for CNC Board seats**

**At least one form of documentation must show a Chatsworth street address within the boundaries of the Chatsworth Neighborhood Council. No P.O. Boxes are acceptable. No store receipts are acceptable. In addition to a photo ID, acceptable forms of documentation for CNC candidates and voters include, but are not limited to:**

**STAKEHOLDER, all require an address in Chatsworth.**

- **Current CA Driver's License/Identification Card with Chatsworth street address (If a P.O. Box is listed, additional documentation from appropriate list below must be provided.)**

#### **RESIDENT**

- **Mail with name and Chatsworth address**
- **Current utility bill (gas, water, cable, etc.)**
- **L.A. County property tax bill**
- **Home mortgage statement**
- **Rental/lease agreement**
- **Homeowners association (HOA) bill/agreement**
- **Homeowner or rental insurance**

#### **EQUESTRIAN**

- **City of Los Angeles license showing ownership of an equine in Chatsworth**
- **Copy of a rental agreement for a stable in Chatsworth**
- **Letter/receipt for horse boarding with an address in Chatsworth**
- **Receipt from a veterinarian showing the equine owner's address in Chatsworth**
- **ETI Corral 54 membership**

**BUSINESS/COMMERCIAL, all require a street address in Chatsworth**

- **Badge/identification card from employment in Chatsworth**
- **Letter from employer verifying employment in Chatsworth**
- **Personal business card**
- **Current business utility bill**
- **Mail showing Chatsworth business name and address**
- **Commercial mortgage statement or receipt**
- **Commercial lease agreement or receipt**
- **City of Los Angeles business license**
- **L.A. County property tax bill**
- **Member of Chatsworth/Porter Ranch Chamber of Commerce**
- **Member of Chatsworth Business Improvement District**

**NON-PROFIT, EDUCATIONAL AND CHATSWORTH COMMUNITY ORGANIZATIONS**

- **PTSA membership from a school in Chatsworth**
- **18-year-old student with ID from a Chatsworth school**
- **Letter from a Chatsworth school showing volunteer participation**
- **Parent showing report card or school ID of child attending a school in Chatsworth**
- **Member of a Chatsworth religious organization with proof of membership (letter, ID badge/card, membership roll/list, program with your name, etc.)**
- **Membership or ongoing participation in Chatsworth community organizations (*for example, Kiwanis, Lions, Rotary, Chatsworth Community Coordinating Council, FISH, Women's Club, Friends of the Library, SSMPA, Neighborhood Watch, Historical Society, Genealogical Society*)**



## **ATTACHMENT D**

### **Duties of the Neutral Third Party**

The Neutral Third Party (NTP), in coordination with the Selection Committee of the Chatsworth Neighborhood Council (CNC), shall be responsible for the following duties:

- Conducting the CNC Selection according to the CNC Bylaws, 2017 Selection Procedures and any other applicable legal documents.
- Processing Candidates, including verification of eligibility.
- Processing Voters, including verification of eligibility as applicable.
- Distributing and receiving ballots from the Voters on Selection Day.
- Verifying any provisional ballots.
- Counting all ballots.
- Issuing Selection results.
- Securing and submitting all Selection materials for record retention in accordance with the Selection Procedures.
- Other duties as necessary to conduct the Selection and finalize results.

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