



Chatsworth Neighborhood Council

2019 Selection Manual



Approved November 7, 2018

Chatsworth Neighborhood Council

2019 Board Selection Procedures

This Board Selection Manual 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 16, 2018.** 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, November 7, 2018.**

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 16, 2019.** The Board Selection will take place at the **Chatsworth Train Depot, located at 10038 Old Depot Plaza Road, Chatsworth, CA, between the hours of 11:00 a.m. and 5:00 p.m.**

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 and standing Board rules that cover all other Board Committees.

Selection Committee Composition:

The committee shall include at least three (3) Boardmembers who are not applying as candidates for the Board Selection.

For information on the current CNC Selection, Contact:

Committee Chair: Cher Bentley

Phone: 818-932-4477; Email: cherbentleycnc@gmail.com

Members: Tracey Pomerance-Poirier, Linda van der Valk, Jim Van Gundy

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:

- Reviewing this Board Selection Manual and recommending Board approval
- 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 Selection Administrator, who is the 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.

All Documentation must be valid as of January 1, 2019.

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 no later than 75 days prior to the Selection date. **Monday, December 31, 2018.** 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 CNC, 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 11:59 p.m. Thursday, February 14, 2019.**

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 14, 2019.**

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.

A potential Candidate shall be notified via e-mail if their Candidate Filing Form is incomplete. Steps necessary to complete the filing process will be provided.

Verification of all Candidates shall be completed within three (3) calendar days after the close of the Nomination Period. **Sunday, February 17, 2019.**

The final list of certified candidates will be released 15 days before the Selection. **Friday, March 1, 2019.** 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 20, 2019.**

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 24, 2019.**

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 26, 2019.**

Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **in writing** to the NTP or Selection Committee Chair no later than 15 calendar days after the close of the Nomination Period. **Friday, March 1, 2019.**

In the event a Candidate withdraws after the ballots are printed, any votes cast for that 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, December 31, 2018.

Close: Thursday, February 14, 2019.

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 11:59 p.m. Thursday, February 14, 2019.** 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 and documentation will be made available at each Council and Committee meeting and on the Council website, beginning on **Monday, December 31, 2018.**

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 maximum 200-word 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-style 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 9, 2019.

Candidate Forum:

On **Wednesday, March 6, 2019,** at a noticed monthly Council Meeting, or at a separate date and time set by the Selection Committee, a Candidate Forum shall be conducted. Each candidate shall be given **an equal amount of time** to express why they should hold a Board position. A question and answer period shall follow. Rules shall be provided to the Candidates prior to the Candidate Forum.

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 immediately 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 and documentation. (**See Attachment C for examples of acceptable forms of identification and documentation 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, February 27, 2019**. The ballots shall clearly state that each Stakeholder may vote for a maximum of 11 Candidates in even-numbered years or 10 Candidates in odd-numbered years, but may cast only one vote per Candidate. Any ballot with votes for more than the specified number of seats to be filled 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 and documentation (**See Attachment C**). Stakeholders will receive a numbered ballot at Ballot Table. 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 regarding procedures, **but not 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 voters with a disability who are 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:

The NTP shall unseal the ballot box after voting has concluded and shall oversee the entire counting process. Counting requires a minimum of six (6) volunteers, who shall be divided into pairs, resulting in a minimum of three (3) pairs of counters. Ballots shall be counted in batches of approximately 50 ballots by at least two (2) 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 batch of ballots. Each ballot shall be counted multiple times, as necessary, to assure accuracy. The public, including candidates, 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. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Wednesday, March 20, 2019.**

Ties:

In the event of a tie, the winner shall be determined by drawing straws, with that process overseen by the NTP.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 11:59p.m., **Tuesday, March 19, 2019.** 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 21, 2019.**

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, or online through chatsworthcouncil.org, within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP, or submitted online, by **11:59 p.m. Thursday, March 21, 2019.** 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, March 31, 2019. 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. **5:00 p.m. Sunday, March 17, 2019.**

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 22, 2019.

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. Records are open to the public pursuant to the California Public Records Act (CPRA) and available for viewing upon request.

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 15, 2019)** 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 3, 2019.**

VACANCIES AND SPECIAL SELECTIONS

A vacancy on the Board shall be filled using the following procedure:

A. A vacancy shall be announced at the next regular meeting of the Board and then the matter placed on the agenda for the following regular meeting.

B. Any stakeholder(s) interested in filling a vacant seat on the Board shall submit written application(s).

C. If the number of stakeholders submitting applications equals the number of vacant seats available, then a vote of the Board shall be taken on each applicant separately and the applicant installed by a majority vote of the Board members present. If there are more applicants than the number of vacant seats, then a vote shall be taken either at a special Selection or at the next regular Board meeting by all registered stakeholders present. The vote shall be presided over by the Selection Committee or its designee and shall include one (1) vote per Board vacancy per registered stakeholder.

D. When the process mentioned above fills a vacant seat, the seat shall be filled for the remainder of the term for that seat. In no event shall a vacant seat be filled where a general Selection is scheduled to occur within ninety (90) days of the date that a special Selection could otherwise be scheduled

E. A special Selection held to fill a vacancy on the Board may be conducted during the business portion of a duly noticed monthly Board meeting.

F. If more than one (1) vacant seat is filled in the same special Selection, winning candidates shall be ranked in order by their number of votes and the seat(s) shall be awarded in order based on the highest vote count(s) getting the longest remaining term(s).

G. If more than one (1) vacant seat is filled by vote of the Board where the number of seats available equals the number of applicants, and the remaining terms are of different lengths, straws shall be drawn to determine which candidates are awarded the seats with the longest remaining terms.

H. If a vacancy occurs after the December Board meeting, the special Selection shall be held in conjunction with the regularly scheduled March Selection. All candidates shall be ranked in order by their number of votes. The candidates with the highest vote counts shall be awarded seats with terms that are designated for the regular Selection, with 11 seats filled in years ending with even numbers and 10 seats in years ending with odd numbers. Vacant seat(s) shall be filled following the same order by the rest of the candidates based on their number of votes

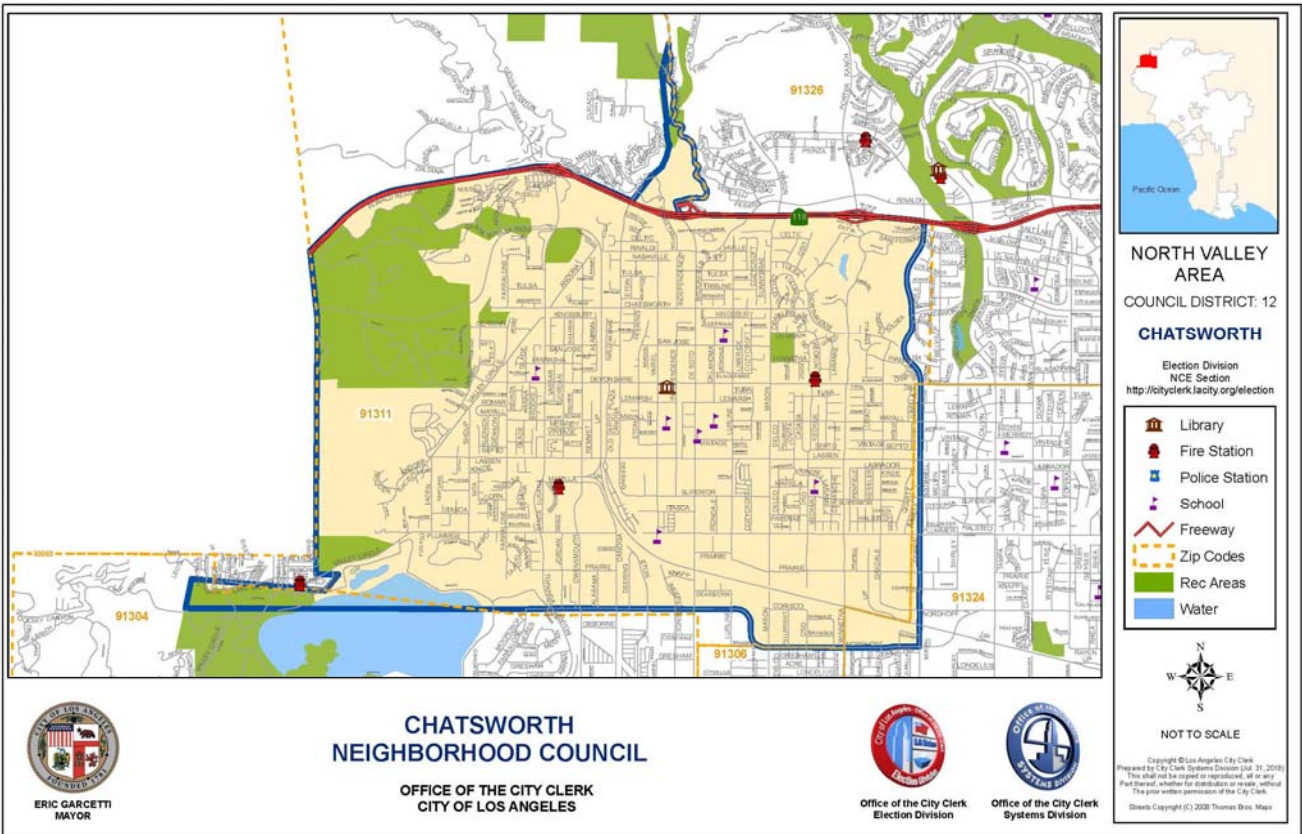
I. Because a special Selection is designed to result in the voting and seating of new Board member(s) at one meeting, there shall be no challenges allowed.

J. All regular and special Selections require extensive outreach to attract candidates for the Board.

CNC Selection Committee and NTP will refer to the “Neighborhood Council 2019 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 before that time.

ATTACHMENT A

Chatsworth Neighborhood Council Boundary Lines



The Chatsworth Neighborhood Council includes a geographic area that includes in excess of 35,000 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

2019 Selection Timeline

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
	11/7/18, 6:30pm	Chatsworth NC Board meeting to consider 2019 Selection Procedures for approval
S-90	12/16/18	Last day to submit approved 2019 Selection Procedures to Department of Neighborhood Empowerment
S-75	12/31/18	First day to file Candidate Filing Form
S-75	12/31/18	Candidate Filing Form made available on CNC website and at each Council and Committee meeting
S-75	12/31/18	Selection information posted at CNC posting locations
S-75	12/31/18	Distribute announcements and flyers to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-75	12/31/18	Send e-blast, social media, and other digital methods
	2/6/19	Chatsworth NC Board meeting
S-30	2/14/19, 11:59pm	Last day to file Candidate Filing Form
S-27	2/17/19	Deadline for Selection Committee/NTP to verify candidates
S-24	2/20/19	Deadline for Selection Committee/NTP to notify disqualified candidates
S-23	2/21/19	Last day to file candidate eligibility Challenges
S-20	2/24/19	Last day for disqualified candidates to request reconsideration
S-18	2/26/19	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
S-17	2/27/19	Deadline to determine ballot order.
S-15	3/1/19, 5pm	Last day for candidates to withdraw and have name removed from ballot. List of candidates to be released.
	3/6/19, 6:30pm	Candidate Forum and Chatsworth NC Board meeting
S-7	3/9/19	Last day to submit Candidate Statements
S	3/16/19, 11am – 5pm	Chatsworth NC Selection, Chatsworth Train Depot
S+1	3/17/19, 5pm	Deadline to post unofficial Selection vote results at Train Depot
S+3	3/19/19	Last day for Provisional Voters to submit documentation
S+4	3/20/19	Last day to request recount
S+5	3/21/19, 5pm	Last day to file a Challenge to the Selection process
S+6	3/22/19	Deadline for Selection Committee to certify results if no Challenges have been filed
S+15	3/31/19	Deadline for Selection Committee to rule on Challenges and certify results
	4/3/19, 6:30pm	New Board seated at Chatsworth NC Board meeting
S+30	4/15/19	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. **All Documentation must be valid as of January 1, 2019.** 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, RELIGIOUS, 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 community or religious organization with proof of membership (personalized 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 Selection Administrator

The Selection Administrator, who is 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, 2019 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.
- Facilitate viewing of Selection records upon request per the California Public Records Act (CPRA)

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