

CARMEL VALLEY COMMUNITY PLANNING BOARD
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San Diego, CA 92130
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December 28, 2000

Betsy McCullough
Community Planning & Development Manager
City of San Diego
202 "C" Street, MS:5A
San Diego, CA 92101

COPY

RE: CARMEL VALLEY

Dear Ms. McCullough:

Enclosed for your review and approval are REVISED Election Rules and Procedures, Carmel Valley Community Planning Board, which are intended to supplement the Second Amended and Restated Bylaws and Operating Rules and Procedures of the Carmel Valley Community Planning Board, dated March 10, 1998.

The included revisions, presented in a strikeout, underline format, were the results of City requested revisions to the originally proposed Election Procedures. Attached for your reference is the received suggested revisions from the city that have been incorporated into the REVISED Election Rules and Regulations.

Your prompt review and approval of the Rules and Regulations will be appreciated. The March election is coming up quite soon and we would like to apply the Rules and Procedures. If you have any questions, please feel free to contact me.

Sincerely,



Charles A. Corum
Board Secretary

CAC:lf
enclosures

cc: Chris Cameron, Council District 1 Office
Jan Fuchs, Chairperson

ELECTION RULES AND PROCEDURES [CARMEL VALLEY COMMUNITY PLANNING BOARD]

ARTICLE I. BYLAWS AND ELECTION RULES AND PROCEDURES

All elections shall be conducted according to ~~Article V~~ Article VI of the Second Amended and Restated Bylaws and Operating Rules and Procedures of the Carmel Valley Community Planning Board dated March 10, 1998, these Election Rules and Procedures and the Administrative Guidelines for Council Policy 600-24 or any successor policy.

ARTICLE II. GENERAL DUTIES OF ELECTION COMMITTEE

The Planning Board Election Committee shall:

- A. Recommend to the Planning Board at its meeting in November or December each year any changes in residential district boundaries and/or changes in the number or designation of positions for each district on the Planning Board for the March Elections.
- B. Make every effort to recruit a greater number of qualified candidates than there are vacancies.
- C. Conduct the elective process elections.
- D. The Chairperson of the Planning Board Election Committee shall preside at the first organizational meeting of each new Planning Board, seat the newly elected board members and conduct the Planning Board officer elections.

ARTICLE III. THE ELECTION PROCESS

- A. The Election Committee shall prepare all material necessary to carry out the election process.
- B. The Election Committee shall prepare, distribute and receive candidate qualification forms. No candidate who meets the age and residency requirements shall be denied listing on the ballot, except members of the Election Committee.
- C. Candidates for election shall be positioned on the ballots as drawn by lot by the Election Committee. Ballots may include up to four words of identification for each candidate (i.e., incumbent, housewife, retired, executive, etc.).

D. The Election Committee shall set a date in March for the Carmel Valley community-wide election.

E. The Election Committee shall arrange for suitable polling places at the community centers and other designated polling places as required by the District elections and obtain personnel to man the polls during hours determined by the Election Committee which will allow the community to have adequate time to vote.

F. The Election Committee shall provide appropriate ballots, ballot boxes and street indices needed to identify the eligibility of the voters at the voting places.

G. Cumulative voting shall not be permitted.

H. The Election Committee shall establish a complete list of candidates. The deadline for filing as a candidate for election shall be the February meeting of the Planning Board. All candidates must attend either a January or February meeting of the Planning Board and make a presentation to the community or they will be removed as a candidate. Each candidate shall submit an application (in the form attached to these Rules and Procedures) to the Election Committee prior to or at the February meeting of the Planning Board.

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

J. The Election Committee shall make provisions for verifying the eligibility of voters by using Carmel Valley street indices. Prior to receiving a ballot, the voters shall be required to sign a voter registration journal attesting to their address and residency in Carmel Valley for at least thirty (30) continuous days.

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

L. The Election Committee shall collect and count ballots. No candidate shall be present during the counting of ballots. In the event of a tie, the Committee shall decide the winner by lot. The final ballot count tally sheets shall be audited and signed by the Chairperson(s) of the Election Committee.

M. Upon final verification of the count, the Election Committee Chairperson shall report the election results to the Planning Board Chairperson and certify and publish the results. The Election Committee shall notify the winners. The notification process shall be completed within twenty-four (24) hours of the closing of the polls, unless for good cause the Election Committee deems it necessary to extend the time, but in no event shall the report be delayed more than seventy-two (72) hours after the close of the polls.

ARTICLE IV. ELIGIBILITY

To be eligible as a residential candidate for election to the Planning Board, a person shall be at least eighteen (18) years old and shall be a resident or property owner of the specific **residential** district for at least thirty (30) **continuous** days.

To be eligible as a developer-investor candidate for election to the Planning Board, a person shall be at least eighteen (18) years old and an employee or owner of a development company or an owner of ten (10) or more acres of land within Carmel Valley.

To be eligible as a business candidate for election to the Planning Board, a person shall be at least eighteen (18) years old and an employee or an owner of a commercial, retail or industrial enterprise doing business in Carmel Valley.

All other sections under Article IV "Planning Board Organization" of the Second Amended and Restated Bylaws and Operating Rules and Procedures of the Carmel Valley Community Planning Board remain the same.

**MEMBERSHIP APPLICATION
CARMEL VALLEY COMMUNITY PLANNING BOARD**

[Please type or print legibly]

| | |
|------------------------|----------------------|
| Name: _____ | Date: _____ |
| Mailing Address: _____ | Telephone (h): _____ |
| _____ | Telephone (w): _____ |
| Position Sought: _____ | Fax: _____ |
| _____ | _____ |

The Carmel Valley Community Planning Board requires that, in addition to being at least 18 years of age, one of the following qualifications be fulfilled in order to be eligible for membership. Check the one that applies (please attach evidence of qualification).

____ 1. Resident of community as of (date): _____
Resident address (if different than mailing address):

____ 2. Property owner of more than 10 acres in the community
Property Owner Address (if different than mailing address):

____ 3. Business or professional person conducting business in the community.
Business name and address (if different than mailing address):

____ 4. Other:

____ 5. Proof of membership qualification (driver's license, business license, utility bill, other)

If qualifying under items 2 or 3, above, please state the capacity in which you will be serving during membership (owner's representative, company representative, etc.):

(Signature)