

(c) Election Handbook

This Election Handbook builds upon the Pacific Beach Bylaws, adopted in 2012, and expands on Article VIII, Section 1, (b) Elections. It is also consistent with the City of San Diego Council Policy 600-24 and the Administrative Guidelines. The Election Handbook was voted on and approved by the Pacific Beach Planning Group on June 26, 2013, and has been reviewed and approved by the Planning and Restoration Department staff to be effective as of October 11, 2013.

PACIFIC BEACH PLANNING GROUP ELECTION HANDBOOK

SEEKING CANDIDATES

- The PB Planning Group shall seek candidates for the upcoming March election during November, December and January of each year.
- The PBPG Election Subcommittee should seek candidates at PBPG meetings, announce in Beach & Bay Press, at public meetings such as PB Town Council, Business Improvement District (BID), PB Special Events Committee, area schools and on the PBPG website.
- The Election Subcommittee, whose chair is named by the PB Planning Group chair, contains a minimum of 6 people. At least 4 shall be PBPG board members, one of whom shall be chair; plus at least 2 other representatives from the general public or related community organizations such as PB Town Council, BID, etc. No member of the Election Subcommittee running in the election shall serve as chair, take part in qualifying candidates or assist on election day.
- Prepare Candidate Packets by November board meeting. Packets shall include petitions, signing requirements for petitions, eligibility requirements for both Residential and Commercial seats, the need for documented attendance, deadline, pick-up and delivery location of Packet to PBPG Election Subcommittee member and an election flyer with details for voting day.

CANDIDATES' DUTIES AND REQUIREMENTS

- Candidates may download "Candidates' Duties and Requirements" on line or shall have them mailed by the Election Subcommittee chair if requested, consistent with the Brown Act. However, Candidate Packets must be picked up in person; candidates shall sign the official log book.

- Candidates, who must be “eligible members of the community,” shall collect at least 25 signatures. Residential candidates shall collect 25 signatures from eligible Residents in their census tract or owners of residential property in that census tract. Commercial candidates shall collect 25 signatures from business owners or their designees in the PB Commercial district or owners of commercial property. Residential Petitions shall contain printed name, signature, address and date. Commercial Petitions shall contain printed name, signature, residential address, business name, business address and date.

- An “eligible member of the community” must be at least 18 years of age and shall be affiliated with the community as a:

- (1) resident, whose primary address is in the community planning area or who owns any parcel of residentially zoned property in the planning area.

- (2) 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 or owns any parcel of commercially or industrially zoned real property in the planning area. The PB Commercial District map from the PB Community Plan denotes the official commercial area. No home-based businesses qualify.

- To receive an Election Packet, Residential Candidates must provide a driver’s license with current address or a driver’s license and current utility bill to verify residency. Commercial Candidates must present the San Diego Business tax license of their business within the commercial district of Pacific Beach. Business owners may appoint a designee, who must also present the San Diego Business tax license of that business, along with a letter approving their representation. If no individual’s name appears on the business license, the candidate must present a letter from the corporation, specifying the Candidate’s affiliation with the corporation. Only one candidate per business shall serve on the PBPG board at any one time.

- Candidates will be strongly encouraged to personally collect signatures in order to meet neighbors and hear their interests, but it is permissible to seek assistance if needed. Candidates will also be encouraged to collect more than 25 signatures to ensure qualifying for the ballot. A limit of two individuals can sign a Petition per residential address. A limit of two individuals can sign a Petition per Business license.

- Candidates must have “documented attendance” at one meeting of the PB Planning Group’s last 12 meetings prior to the February regular meeting preceding the election. “Documented attendance” requires signing the attendance sheet at a PBPG meeting.

- Candidates shall write a biography of interests in PB, community involvement, work history, residency, family or any pertinent information they deem of interest to voters.

- Sealed Packets shall be delivered to the home or office of the selected PBPG election committee member by the announced deadline, 5 p.m., two weeks before the election on the 4th Wednesday in March.

CONFIRMING CANDIDATES' ELIGIBILITY

- The PBPG Election Subcommittee shall meet at 6 p.m. on the 2nd Wednesday in March to review all Packets.
- Candidate Petitions shall be confirmed by Election Subcommittee members. Individual signatures shall be reviewed along with confirming eligibility of Petition signers within the census tract or PB commercial district. No phone calling of Petition signers shall be allowed.
- Allow sufficient time for a minimum of three committee members to examine each Petition. The committee chair shall finalize verification of all Petitions.
- The Subcommittee shall verify the documentation of the candidates' attendance.
- Eligible Candidates shall be notified as soon as possible so they can inform census tract neighbors or Pacific Beach business owners about the election.

CANDIDATES' SAMPLE BALLOT

- List Residential candidates and their biographies in census tracts by numerical order; list Commercial candidates by alphabetical order.
- Sample ballot shall be sent to PBPG board members and candidates. The ballot shall be posted on the PBPG website and Election Subcommittee members shall make efforts to publicize the upcoming election on other community forums. The sample ballot shall include election date and voting ID requirements.

VOTING

- Confirm that voters are "eligible members of the community". (See CANDIDATES' DUTIES AND REQUIREMENTS.)
- PBPG observes At-Large voting: Voters shall vote for as many vacant seats as there are available. For instance, if two openings exist in the same Residential census tract, Residential voters may vote for up to two candidates. If there are three seats open for Commercial candidates, Commercial voters may choose up to three candidates.
- Those with home-based business licenses shall not vote for Commercial candidates. Only those with business licenses in the non-residential areas of Pacific Beach, who are

owners, operators or designees of those owners are eligible to vote for Commercial candidates.

MANAGEMENT OF POLLS

- Polls shall open 4:45 p.m. on the 4th Wednesday of March and ballots shall be cast until 6:30 p.m. There shall be a clearly visible election sign outside the polling place.
- The polling place shall be open and accessible to those with handicaps, in a convenient, central location in Pacific Beach. Detailed election information shall be announced ahead in Beach & Bay Press, the PBPG website and at public meetings such as PB Town Council, Business Improvement District (BID), PB Special Events Committee, area schools, and other community forums.
- No campaigning or distribution of campaign material shall take place within 500 feet of the polling place.
- Residential and Commercial voting tables shall each be managed by a PBPG board member on the Election Subcommittee. Extra tables will be provided for voters' use. The majority of the Election Subcommittee shall be composed of PBPG members; other Subcommittee community members and PBPG board members not running in the election may assist on election day. The Election Subcommittee chair shall supervise the election at all times.
- Up to 12 people may be required to manage lines and qualify voters in a timely manner. PB Census Tract maps and the PB Commercial District map from the PB Community Plan shall be utilized to help qualify voters.
- Voters shall be required to sign the election registration log book.
- Residential voters shall be required to provide a drivers' license with current address or a drivers' license and current utility bill to determine residency.
- Commercial voters shall be required to provide the San Diego Business tax license of their Pacific Beach business and photo ID; only one voter per business license. Businesses may appoint a designee, who shall then present the San Diego Business tax license of the business, a letter from the owner and photo I.D.
- Completed ballots shall be placed in corresponding Census Tract or Commercial envelopes.

COUNTING BALLOTS

- Those who staff the Commercial tables shall count the Residential ballots; those who staff the Residential tables shall count the Commercial ballots. A minimum of three election committee members shall count each set of ballots three times.
- Ballots shall be retained for 6 months by the PBPG Election Subcommittee.
- Tie-Breaking: In those Census Tracts or Commercial areas with tied ballots, a coin toss by the PBPG chair shall determine the winner. The coin toss shall take place when both candidates are present.

WINNERS OF ELECTION

- Winners of the election, along with the number of votes for each candidate, shall be announced at the end of the PBPG March board meeting which follows the election. New members shall be seated at the April board meeting.

ELECTION CHALLENGE

- Any challenge to the election must be reported in writing to the Election Chair within 24 hours of the election. The Election Subcommittee shall meet to discuss the challenge; the City's community planning representative may be consulted. The Election Subcommittee shall decide the validity of the election challenge. However, any decision of the committee needs to be confirmed by the board if it is not addressed in the Bylaws, Council Policy 600-24, the Administrative Guidelines, the Brown Act or Robert's Rules of Order, revised. The Election Subcommittee chair shall report any challenge investigated to the PBPG chair and board at the regular April PBPG board meeting.

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For additional election details and clarification, please see the PBPG Bylaws, Article V, Elections, Sections 1 through 5; and Article VIII, Planning Groups Policies and Procedures, Section 1, (a) and (b); the City's Council Policy 600-24 and Administrative Guidelines.

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August 12, 2013

Ad Hoc Bylaws/Election Protocol members included PBPG members Brian Curry, Debbie Conca, Larry Emlaw, Imelda McClendon, Joe Wilding and chair Eve Anderson. The committee met four times: May 6 and 20; June 3 and 17, 2013. ■

The PBPG Board approved the Election Handbook Bylaws amendments at its monthly meeting on June 26, 2013.

We drew election information from the PBPG Bylaws, Council Policy 600-24 (which includes the Brown Act, or Open Government regulations) and the City's Administrative Guidelines. Our mandate came from the Administrative Guidelines, Article V, Section 1, "The Planning Group must make the election process fair, open, objective and accessible to the entire community of eligible voters."

Respectfully submitted by
Eve Anderson, chair
Ad Hoc Bylaws/Election Protocol

