

Sunland-Tujunga Neighborhood Council
Election Committee Meeting Minutes on Wednesday, October 15, 2003

The meeting was held at the Sunland-Tujunga Municipal Bldg. and started at 6:17p.m.

- Attendees included the following Board Members – Ken McAlpine, Marti Marshall (left at 8:30), Cindy Cleghorn (arrived at 7:00), John Waters, Elsa Waters and Shirley Kellstrom.
- Absent from the meeting were the following Board Members – Nina Royal
- Additional attendees – Ed Rock, Mark Seigel, Jerry Kvasnicka, Harry & Barbara Hughes, Chris Miles (left early), Rosalind Stewart (left at 8:45), Carl Kellstrom, Amelia Herrera-Robles (DONE), Rita Moreno (DONE)

Agenda:

- Call to Order and Roll Call – Mark Seigel. He turned the meeting over to Ken.
- Will take minutes – Elsa Waters
 - It was decided that minutes would be kept for this meeting.
- Schedule included going through a series of issues to resolve and discuss with the representatives of DONE. Following are rough notes taken during the discussion – not necessarily complete or in order.
 - Who’s administering the Election Day? – Since we have a small number of volunteers, should we consider switching to NALEO? Rita said she would bring in other councils to help. We agreed not to change this.
 - Who’s Arbitrator – NALEO was chosen as the best possibility, since DONE suggested that Valley Alliance had no experience.
 - Schedule / Calendar – It was decided that a schedule would be established at this meeting and Elsa Waters would try to capture as items were completed on this schedule.
 - Finalize Election Procedures – below are some comments about changes / corrections needed in the Election Procedures suggested by DONE and the Administrator. John Waters kept the list and will make all necessary changes and resubmit to DONE by October 19.
 - Boundaries – Recommended by DONE to take the Foothill Trails comment out of the Boundaries. Agreed.
 - Stakeholders – You determine who your stakeholders are, not DONE. Recommended to take “per DONE” out. Agreed.
 - Structure of the Board – 1st paragraph – And an appointed Parliamentarian non-voting member. Add the count after each section. Agreed.
 - Geographical – Okay. State 2 per list. Agreed.
 - Stakeholder Group Directors – State the number at top.
 - Election Authority – 2nd paragraph. Technically, we don’t have any money. Take expenditures item out. Add names of other members of Election committee. 3rd paragraph – delete this since this is the first election. All agreed.
 - Election Logistics – recommendation – consider removing things that might lead to a challenge. (Sample Ballot – Rita Action Item)

- Pre-registration – This cannot be changed but it was an issue that was discussed.
- Provisional – that is not us doing this so it needs to be removed. Agreed.
- Remove the financial form comments. Agreed.
- Replace the word “application” with “registration” for voters. Agreed.
- Asking how we will handle the pre-registration, verifying stakeholder status. Keep database. List of things to prove you are you and your claim to your district. No change to procedures required.
- Preapproval - When in doubt, bring the form to the Election Day with whatever documentation they have for approval.
- Who gets to vote for whom? – Add this section. Agreed.
- Voter Registration – In addition. They can vote provisionally. Bring the two situations into one. Both vote provisionally. Clean this up.
- Candidate Applications – Financial Responsibility form - Once the City Council approves the public interest form, the City will handle this – we are not involved. Agreed to remove comment.
- Write in candidates – We don’t have to allow them. No change to procedures required.
- Election Outreach – 2nd paragraph after list of addresses. Sample ballot discussion.
- DONE will translate the forms, the ballots, and the election procedures. Call to ask for those translations. The bylaws will only be translated on request only. 72 hours for verbal, 2 weeks for written.
- Public meeting, no public meeting. The election is not a public meeting.
- 300 feet – is that necessary? We must measure wherever we do it. Make a decision. Change to 100.
- Third sentence – candidates may not post their materials within the 100 feet limit.
- Ballots – four printed in four colors. Candidates under age of 18, must remove themselves on any fiduciary items. This will be discussed with the attorney’s office. **Rita Action Item**
- Write in candidates. – Remove it.
- Home Bound Voters – **Rita Action Item with attorney. Rosalind Action Item about van and driver.**
- Home Bound – how do we verify stakeholder status? John needs to resolve this.
- Election Administrator – Include Jerry’s information.
- Election Arbitrator – **Amelia Action Item to get NALEO**
- Election Day – Delete first sentence. Delete the second sentence of the second paragraph. Future discussion about how to register people who fill out form on the day of election.
- Secret Ballot issue – Put numbers on ballots. Since this community has specifically expressed an interest in having completely secret ballots, it was decided not to include numbers on the ballots.
- Provisional voting – As discussed. 3rd paragraph – remove the last line. Agreed.

- Election committee volunteers counting votes. DONE will help to find adequate volunteers for Election Day.
- Unofficial results versus Preliminary Results.
- For challenges - Put in deadline, time, postmark, make it really clear.
- Installing the new Board. – No challenges, recommends that the election is certified. Administrator / Arbitrator.
- Candidate Application – Emphasis number of votes per section. State group affiliation or interest – change this.
- Voter Registration Form – Add the stakeholder information again. Include a checklist of ids on the bottom. Indicating which organization
- Mailer – Gave them a sample (Rita will check to get approval for two mailers, instead of a walking man)
- (Item #1 of Discussion) Status of ByLaws Amendment – Per Rita - The bylaw amendment is not a problem but there is one issue that we might want to change again. Three days for provisional to provide identification. You must provide this to the administrator? (Page 11 in Bylaws – handled by administrator) Shirley suggested – 3 calendars works – we collect and provide to Administrator on Monday and a decision is made on Tuesday. They will give us approval in writing. Five calendar days for challenges.
- Question about who is on the Election Committee and discussion about the understanding here.
- Adjournment – The meeting was adjourned at 10:20p.m.