

**LOS OSOS COMMUNITY ADVISORY COUNCIL
POLICIES AND PROCEDURES**

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LOS OSOS COMMUNITY ADVISORY COUNCIL POLICIES AND PROCEDURES

The bylaws supersede any and all provisions in this document

I Purpose

The Los Osos Community Advisory Council Procedures Manual is a reference guide that sets out the accepted practices and policies of the Council regarding the conduct of its business. The Policies and Procedures Manual sets out the general and specific processes and procedures of the Council, including:

- the purpose and types of Council meetings;
- Council agenda and meeting procedures;
- types and descriptions of committees, as well as the appointment process;
- procedures for election of Council members;
- general policies and procedures of the Council; and
- Council-adopted policies and procedures.

Appendix F provides the most recent listing of all Advisory Council members, as well as their contact information and term expiration dates.

II Meetings

A Definitions

- 1) **Regular.** (See BY-LAWS - ARTICLE VII – Section 1) The schedule is permanent and need be announced only once unless the regular meeting schedule changes. Meetings are at 7:00 p.m. on the fourth Thursday of the month and are held at the South Bay Community Center, 2180 Palisades Avenue, Los Osos. The exception is that the November and December meetings may be combined and scheduled on a different day to avoid the holidays.
- 2) **Recessed or Continued.** The Council may recess a meeting to a specified time, date and location with further notice to members of the public being required.
- 3) **Joint.** The Council has authority to hold joint meetings and public hearings with governmental units, and such joint meetings may be held in the jurisdiction of any such participating body.
- 4) **Emergency.** Emergency meetings may be held to deal with an emergency at any time. The definition of an emergency meeting has two elements. First, the meeting must concern "generally unexpected circumstances," and second, those circumstances must require "immediate consideration" by the Council. There is no minimum time period for notice, and the meeting may be held as

quickly as the members of the Council can gather. Members of the public shall be notified as soon as possible under the circumstances.

- 5) **Process Sessions.** The Council may hold work sessions on efficient and effective Council processes. The public shall be notified and invited to give written input on the topic. Product of such process meetings will be put on the agenda at the LOCAC regular meeting.
- 6) **Special.** The Council may hold special sessions to discuss a specific topic that is considered to be too time-consuming for a regular meeting. Special meeting topic, date and time must be approved during a previous regular meeting. Such special meetings require the same 72 hour public noticing as a regular meeting. Minutes of such special meetings shall be taken and shall be reported at the next regular meeting.

B Agenda of Council Meetings

The business of a Council meeting is established by the agenda prepared by the Executive Committee. Items may be taken out of order upon motion and two-thirds vote, or by unanimous consent.

Request for Agenda Items. Items may be placed on the agenda by the request of the Chairperson or the Request of a Council member.

- 1) **Items on the Agenda.** No item shall be placed on the agenda until all necessary relevant reports, supporting data, and memoranda are available for distribution with the packet and the agenda.
- 2) **Adding Items to the Agenda.** No item may be added to the agenda during a Council meeting.
- 3) **Order of the Meeting.** The meeting shall be ordered as follows unless the Executive Committee determines that the order must be changed to accommodate completion of the meeting in a reasonable timeframe:
 - (a) Call to Order
 - (b) Roll Call
 - (c) Approval of minutes from last meeting
 - (d) Chairperson's announcements
 - (e) County reports
 - (f) Local Agency (e.g., CSD) reports
 - (g) General public comments/questions on County/Local Agency reports
 - (h) Agenda items, including public comments thereon (The Council will make every effort to limit County staff time at its meetings.)
 - (i) General public comments on items not on the agenda
 - (j) Consent items, including LOCAC reports
 - (k) LOCAC business items, member comments
 - (l) Next meeting date
 - (m) Adjourn
- 4) **Removal of Items from the Agenda.** The Council may remove items from its agenda (not the Consent Agenda):

- (a) A Council member may, either in person or by prior written request to the chair, request to have an item removed from the agenda of a meeting. At the meeting, the Chairperson shall present the request to the Council for a vote.
- (b) Six affirmative votes shall be necessary to remove an item from the agenda. Items removed, unless noted otherwise, will be placed on the agenda of the next similarly scheduled meeting of the Council.
- 5) Removal of Consent Agenda items: Any member may pull a consent agenda item. When this occurs, the Chairperson will poll the Council members to determine if the item shall be discussed immediately or added to the next meeting's agenda.
- 6) **Preparation of the Agenda for the Council and Public.** Following the Executive Committee meeting, the Secretary (or designated person) shall prepare a draft agenda in electronic format and send it to the Chairperson for review. The electronic format should provide a link to the Planning Department's documentation for specific projects under consideration by the Council.
- 7) **Distribution of the Agenda Electronically.** Following the Chairperson's approval of the agenda, printed copies will be posted locally and the Secretary (or designated person) shall send the agenda electronically to the following parties, at least 72 hours in advance of the LOCAC meeting. See Exhibit G for the current contact list for agenda recipients.
 - (a) All Council members
 - (b) County representatives, including:
 - (i) District Supervisor (and assistant)
 - (ii) Planning Department Representative
 - (iii) Public Works Representative
 - (iv) Sheriff's Department
 - (v) Parks and Recreation
 - (c) Los Osos Public Library
 - (d) Los Osos Chamber of Commerce
 - (e) Kiwanis Club
 - (f) LOCSD
 - (g) South Bay Community Center
 - (h) LOCAC Website manager
 - (i) Los Osos Listmail Manager who will distribute the agenda via email to Los Osos Listmail members.
 - (j) Newspapers, assuming that the Outreach Committee has not chosen to communicate with the newspapers directly.
 - (k) Videographer taping the meeting
 - (l) Rotary Club for maintaining Los Osos electronic signboard
 - (m) Any other organization that the Outreach Committee may add to the list
- 8) **Distribution of the Agenda for the Meeting.** The Secretary or designated person shall print the agenda on the LOCAC stationery, if there is one, and make copies for the public who attend the meeting. The printed agenda is placed on a table near the entrance to the room. A copy of the consent agenda

committee reports and project documentation shall be available for public review, e.g., posted on a portable bulletin board.

C Meeting Procedures

- 1) **Presiding Officer.** The Chairperson is the presiding officer, and in the absence of the Chairperson, the Vice-Chair. In the absence of both of these officers, the Council shall select a Chair Pro Tempore from the members present for this purpose.
- 2) **Quorum.** Six members of the Council are necessary for a quorum. Each Council member is asked to notify the Chairperson if he or she intends to be absent.
- 3) **Discussion.** The practice of the Council is to discuss an item on the agenda prior to a motion's being made. Persons other than the Chairperson and Council members may enter into discussion on a matter only by ruling of the Chair. As with all rulings by the Chair, this decision may be overridden by a majority of the Council.
- 4) **Order of Discussion.** All members desiring to discuss a matter under consideration should be given an opportunity to do so prior to any member's being able to discuss the item more than once.
- 5) **Public Participation.**
 - (a) Citizens who wish to speak on matters on the agenda may line up at the podium when the Chairperson signals for public comment on the item.
 - (b) The Chair may recognize a citizen to speak during discussion.
- 6) **Public comment to the Council.** The Council hears public comment on items not on the agenda, either written or oral. The Council has agreed that:
 - (a) Generally, public comments will be limited to three minutes per speaker. The Chair may further limit the time for each speaker, depending on the number of people wishing to speak, if the three-minute limit per person will cause the meeting to extend beyond the 10:00 pm adjournment time. The Council may, by a two-thirds vote of those present, extend the time for comments on any subject.
 - (b) Council members shall not respond to or discuss comments from the public during such public comment time other than to request clarification of such comments, which will be done through the Chairperson. Thereafter the Council shall decide whether and how to proceed with any of these items under the direction of the Chairperson.
 - (c) Council members may make comments as members of the public during the meeting segment "Comments on Items Not on the Agenda."

D Parliamentary Procedure

Parliamentary usages shall be the rules of government in the deliberations of the Council. The suggested parliamentary procedures set forth below are adopted as guidelines for the Council. Their purposes are to assist the Council in considering and acting upon business before it, assure a fair opportunity to all members to present their views, and insure an accurate recording of the Council's actions. Motions are generally of two types:

- Main Motion. Such a motion is in order only when there is no other motion on the floor; or
- Subsidiary Motion. Such a motion is in order only when there is another motion already on the floor.

1) **Main motion.** A main motion requires a second and when then stated by the Chair is before the Council. A motion failing to receive a second fails for lack thereof. A motion duly made and seconded, and stated by the Chair, becomes the property of the Council, and is then before the Council for discussion and debate. It is subject to amendment.

(a) A motion to amend a main motion is always in order prior to final vote and requires a second. A motion to amend does not change the subject of the motion it proposes to amend, and may be applied to any main motion except a motion to table, adjourn, reconsider, etc., but may change a portion of the motion by adding to, deleting from, or substituting different language, or meaning for a portion thereof. When a motion to amend has been duly made, accepted and stated by the chair, it must be voted upon prior to a vote on the main motion which it purports to amend. If the vote on the amendment passes, then a vote is taken on the main motion as amended. If the vote on the amendment fails, the main motion (unamended) is still before the Council for action. A motion may be amended by the agreement between the original mover of the motion and the person seconding the motion. A so-called “friendly amendment” may be proposed by any member of the Council.

2) **Substitute motion.** A substitute motion is a subsidiary motion, and may be made only when a main motion is pending, and may be applied to any main motion (again, except for motions to table, adjourn, reconsider, etc.). Such a motion is one which, if adopted, would dispose of the matter under consideration. That is, if a substitute motion is adopted, it is substituted for the main motion and if finally approved the main motion is disposed of by substitution rather than by vote. Only one substitute motion may be pending at a time. A substitute motion requires a second and must be stated by the chair. The chair, in expressing the question before the body expresses it, "Shall the motion before the Council be substituted for the main motion?" If this motion passes, then the vote is on the substitution only, not on the merits and a second vote is required to adopt the substituted motion. If a substitute motion fails, the original motion is before the body.

3) **Motion to table.** A motion to table, except with respect to a motion to adjourn, is always in order. It is a subsidiary motion and if made, seconded and stated by the chair, must be disposed of prior to action on the motion to which it is addressed. Generally, such a motion may be to table to a certain time, or until a specified event, or to table indefinitely or without limitation. If a motion to table fails, the motion to which it addressed is still before the Council for further action. If adopted, the matter is tabled under the terms of the motion. A motion to remove from the table is required, however, before the Council may consider the matter further. Both a motion to table and a motion to remove from the table require seconds.

- 4) **Motion to Reconsider.** A motion to reconsider a previous action may be in order, at the same meeting at which the action was taken or at a subsequent meeting. Where a motion to reconsider is in order, it must be made by a Council member who voted with the prevailing side on the action to be reconsidered. Such a motion requires a second, which can be made by any member of the Council. When such a motion is made and seconded and stated by the chair, the question is, "Shall the Council reconsider its action on the matter to which the motion is addressed?" If such a motion fails, the matter is not reopened or reconsidered. If adopted, the motion is again on the floor for consideration, discussion and action.
- 5) **Motion moving the previous question.** A motion moving the previous question is a subsidiary motion and may be made only when a main motion is pending before the Council. Such a motion requires a second and when stated by the chair is to be voted on prior to any further action or discussion. In essence, this motion puts an end to debate on the main motion. Such a motion is not debatable. A three-fourths $\frac{3}{4}$ vote of the Council is required to pass such a motion. If the motion fails, consideration and debate continues. If such a motion passes, debate ceases, and an immediate vote must be taken on the same motion, or any amendments for substitution thereto prior to further discussion.
- 6) **Call for the question.** Rather than a motion, a Council member may "call for the question," in which event the Chair addresses the Council advising that the question has been called and inquires if there is any objection to ceasing debate. If there is objection, debate continues. If there is no objection, debate ceases and a vote is then taken.
- 7) **Ruling on the motion.** The presiding officer is responsible for ruling on all motions as to their appropriateness, validity, and vote. Upon the request of any member a record vote of the individual members may be required, or the presiding officer may order such a vote. Any ruling by the Chair may be appealed, and if appealed, the question before the Council is "Shall the ruling of the Chair be upheld?" If upheld, that ends the matter. If by majority vote the ruling is not upheld, then the matter is determined in accordance with the vote.
- 8) **Motion to adjourn.** Unless voted otherwise by a majority of the council, meetings shall end by 10:00 pm. However, pursuant to parliamentary procedure, a motion to adjourn is in order at any time from any Council member. The motion, once seconded, is not debatable and requires a simple majority for adoption. All regular and special meetings may be adjourned only by majority vote of Council approving a motion to adjourn. Adjournment prior to completion of a meeting's scheduled agenda is an unusual occurrence, unless it is due to the length of the agenda itself and the lateness of the hour. In the case of adjournment prior to the completion of the agenda, agenda items that are in discussion and those not yet addressed shall be added to the agenda of the next regular meeting.

E Voting

A quorum of the Council is six.

- 1) **Motions.** A simple majority of members present is required for passage of motions.
- 2) **By-Laws.** By-laws amendments require a first reading where no action is taken and a second reading in a subsequent meeting for a vote. The affirmative vote of a quorum of members of the Council is required for amendment of the by-laws.
- 3) **Policy and Procedures.** The affirmative vote of a quorum of members of the Council is required to amend the Policy and Procedures Manual. A reading and vote may take place in the same meeting.
- 4) **Tie Votes.** In the event that voting on an item being deliberated for the first time results in a tie, then the item fails.

III Committees

The purpose of LOCAC committees is to research and prepare reports to be presented for full LOCAC discussion. Items should be forwarded to the Executive committee to be placed on the meeting agenda.

A Membership

- 1) All members of LOCAC shall be required to be a member of at least one standing committee. The chairperson of each committee shall be a LOCAC member. LOCAC members, who are not members of the Committee may observe the meeting, making no comments.
- 2) Committees shall consist of a minimum of 2 and no more than 5 LOCAC members and as many as 10 members of the public.
- 3) Members of the general public are appointed by the LOCAC Chairperson to sit on a committee and participate in its deliberations. Committee chairpersons may recommend members of the general public to sit on their committee.
- 4) Committee decisions and reports are not binding on LOCAC.
- 5) Members of committees may be removed by the LOCAC Chairperson for any of the following causes:
 - (a) Unexcused absence of more than two meetings
 - (b) Representing themselves as speaking for the committee without prior approval of the committee chairperson
 - (c) Disrupting committee deliberations
 - (d) Failure to assist the committee in carrying out its duties

B Meetings

- 1) Standing committees shall meet at least once prior to each scheduled LOCAC meeting, unless there is no business to discuss and members of the committee have been notified.
- 2) Committee meetings, location and times shall be established by the Committee Chairs with agreement of the Executive Committee.

- 3) The chairperson of the committee shall prepare a written agenda and send it to each committee member and all LOCAC members at least 72 hours prior to the scheduled meeting.
- 4) The committee chairperson shall prepare and send to the Chairperson a written report of the proceedings of their committee within 72 hours of the meeting.
- 5) It is required that all members of committees regularly attend meetings. If they are unable, then they should notify the committee chairperson.

C Standing Council Committees

1) Land Use Committee.

(a) **Purpose.** The purpose of the Land Use Committee is to:

- (i) Review all project referrals and land use issues,
- (ii) Prepare them for council action, when required,
- (iii) Make recommendations to the council for acceptance, no comment, or full council review, along with reasons for each decision,
- (iv) Provide informational reports on land use issues to be discussed by LOCAC,
- (v) Track projects, and report back to the council on the status of the ones for which LOCAC has provided recommendations to County Planning,
- (vi) Serve as a resource to the council regarding major ordinance and policy changes.

2) Parks and Recreation.

(a) **Purpose.**

3) Trees and Landscape.

(a) **Purpose.** The purpose of the Trees and Landscape Committee is to assist in the greening and beauty of Los Osos in order to achieve healthy, appropriate trees and landscaping throughout the community. This can be achieved through community education and coordination of volunteers and community activities related to the preservation and protection of existing street trees, new plantings, and formulation of recommendations on issues affecting local tree and landscape decisions.

4) Transportation and Circulation.

(a) **Purpose.** The purpose of the Transportation and Circulation Committee is to promote public transportation, where possible, and to lobby the county to upgrade roads in Los Osos, based on the priorities established by the community. These upgrades may include traffic calming, stop signs, crosswalks, bike and walking paths, and other safety measures.

5) Community Outreach.

(a) **Purpose.** The purpose of the Community Outreach committee is to expand the public's awareness of the existence of LOCAC and to provide the Los Osos community information about the projects and topics that appear on the LOCAC meeting agendas. As a result of improved awareness of LOCAC, there will be an increase in public participation at LOCAC meetings and a better understanding of the public's opinions on issues that require LOCAC board consideration.

D Special Committees

- 1) **Elections.** See below.
- 2) **Others, as needed.**

IV Elections

A Community Election Committee

- 1) To oversee the election, LOCAC shall appoint a person to chair a committee of independent volunteers to be known as the Community Election Committee (“CEC”), as provided for in the Council Bylaws Article V Section 2. No one whose name appears on the LOCAC official ballot may serve on the committee.
- 2) The purpose of the CEC is to conduct the LOCAC election in a fair, impartial, and orderly manner. The CEC shall:
 - (a) Conduct the election according to LOCAC’s election procedure outlined herein.
 - (b) Be responsible for selecting suitable polling places.
 - (c) Provide LOCAC with a list of necessary materials required and the estimated costs to run the election.
 - (d) Set the hours for the election. The poll(s) shall be open for a minimum of 8 hrs. The CEC Chairperson shall be responsible for assuring the ballots provided are the official ballots.
 - (e) Provide a detailed report of the election results as well as an analysis of the procedures used to conduct the election. This information should be included in the minutes of the July LOCAC meeting.
- 3) LOCAC shall set the date for election at the January meeting preceding the election.

B Candidates

- 1) In an election year for LOCAC members, . The application can be turned in at the January, February, or March LOCAC monthly meeting, the LOCSD office, or other locations designated by the committee.
- 2) Each proposed candidate for election shall be required to sign a Conditions of Service statement which statement that outlines the conflict of interest and eligibility requirements for service. (See Exhibit B, attached hereto.)
- 3) A member of the election committee must verify residence, age, and geographic voting area of each candidate, as indicated in the attached Exhibit “A”, and so state and countersign the form. At the monthly meetings preceding the election, the applications for candidacy that were received and/or rejected shall be announced.
- 4) Each Candidate will be required to provide a Candidate Statement along with their Condition of Service statement. The candidates shall be informed that their Candidate Statement will be put on LOCAC’s web page, distributed to the public, distributed to the press, and posted at the polls and ballot pickup locations. The Candidate Statement should be limited to 200 words.

- 5) There shall be a campaign fund limitation of Three Hundred Dollars (\$300.00) spent by each candidate and/or committee acting in his/her behalf. "In kind" contributions of materials and professional services are to be considered as part of this total. All candidates must sign a statement agreeing to adhere to this limitation. See Exhibit B.
- 6) All candidates are required to have an email address. It is strongly suggested that, if elected, they have a LOCAC-only email address that they are willing to make available to their constituents.
- 7) The Council will approve the official ballot at its regular meeting in April.

C Voting Requirements

- 1) In order to cast a vote in a LOCAC Election, a voter must:
 - (a) Reside in Los Osos,
 - (b) Be at least 18 years of age, and
 - (c) Reside in the geographic area for which they are casting a ballot.
- 2) Each voter:
 - (a) Shall be responsible for verifying his/her residence address and age prior to voting. The CEC shall determine the method of verifying residency, which may include driver's license, utility bill, or other identification that indicates the person's actual residence.
 - (b) Must vote in person or by absentee ballot to have his/her vote counted. No proxies are permitted.
 - (c) Must place their name and address on the election registration form prior to receiving a ballot.

D Ballots & Ballot Box

- 1) To be counted, a ballot:
 - (a) Shall be the original ballot provided by the CEC to the voter. No duplicate or hand-made ballots will be counted.
 - (b) Shall be properly marked per the voting instructions.
 - (c) May not contain a write-in candidate.
 - (d) If it is an absentee ballot, must be returned in the required envelope, the envelope must be signed by the voter, and the ballot must be returned by the indicated deadline.
- 2) During the distribution and receipt of absentee ballots, the ballot box shall be kept in one location and shall be locked and kept in a separate location from the key. The key for the ballot box shall be located with one member of the CEC and the ballot box shall be located with a different member of the CEC. The ballot box shall only be unlocked when the election polls close on LOCAC's election day.

E Absentee Voting

- 1) Absentee ballots may be used as part of LOCAC's Election.
- 2) At least one week prior to distributing absentee ballots, the CEC shall determine and advertise how and where absentee ballots may be obtained

- 3) At least one member of the CEC shall be present to distribute absentee ballots at designated absentee ballot locations.
- 4) No campaigning shall be allowed within 300 feet of where absentee ballots are being distributed.
- 5) The CEC member shall:
 - (a) Require the voter to print his/her name and address on the voter registration form prior to providing the voter with a ballot.
 - (b) Verify the voter meets the requirements stated in the Policies and Procedures Manual, Section IV, C, 1.
 - (c) Indicate the voter's geographical voting area on the ballot, circle the candidates for that area, and instruct the voter to vote for the designated number of candidates.
- 6) Absentee ballots shall be returned either (a) via the U.S. Postal Service, or (b) to the official LOCAC Polling place on LOCAC's Election Day. Directions for how to return an absentee ballot and required deadlines will be provided on the ballot and/or the absentee envelope.
- 7) An absentee ballot shall be returned in the official absentee envelope by the designated deadline in order to be counted. See Exhibit C.
- 8) Absentee ballots received via the U.S. Postal Service or returned to the designated LOCAC polling place shall be deposited in the LOCAC ballot box unopened prior to the closing of the polls.

F Voting Procedures for Elections

- 1) CEC may utilize the services of an outside organization (such as the League of Women Voters) to tally the votes.
- 2) On election day,
 - (a) CEC shall set up the polling place(s) with necessary materials. The CEC shall declare the opening and closing of the poll.
 - (b) At least two members of the CEC shall be present at each poll at all times during polling hours and vote counting to act as election workers.
 - (c) Prior to providing a voter with a ballot, a LOCAC polling official shall verify that the voter meets the requirements stated in the Policies and Procedures Manual, Section IV, C, 1.
 - (d) The voter will deposit the completed ballot in the ballot box.
 - (e) No campaigning shall be allowed within 300 feet of the polling property (parcel).
 - (f) No voter shall accompany another voter past the verification table, with the exception of those who may have a physical disability.
 - (g) The ballot box shall only be unlocked for counting, recounting, or otherwise verifying voting results when the election polls close on LOCAC's election day.

G Ballot Counting

- 1) After the poll closes, all the ballots (absentee and regular) shall be counted by members of the CEC and other qualified volunteers having no conflict of interest in the election results, in a closed area of the polling place. A ballot

shall be disqualified if the wrong geographical voting area has been voted, a write-in candidate has been indicated, or if more than the designated number of candidates has been marked. A majority of the CEC present must agree in order to disqualify a ballot. Disqualified ballots shall be marked as such and held separately.

- 2) The returned absentee ballot envelopes shall be checked against the absentee ballot register prior to removing the ballots. If an absentee ballot is not registered on the absentee ballot register that ballot may be disqualified as determined by consensus of the CEC.
- 3) All ballots are sorted by district and each district counted separately. There shall be one ballot reader and one checker. There shall be two tabulators for each reading. If the tabulators' totals differ, then the ballots must be recounted.
- 4) Questionable ballots shall be set aside by the reader and shall be ruled upon by consensus of the committee immediately after the count.
- 5) Tabulation shall be saved as part of the election documentation.

A candidate and a candidate representative may observe the ballot counting but neither may speak. If a candidate or another person wishes to challenge the LOCAC election results, the challenge must be submitted in writing to the Council Chair prior to the next regular LOCAC meeting in order to be considered.

Election Results

- 1) Upon completion of the count, the CEC Chair shall post the results outside the polling place and dismiss the CEC members. The CEC Chair shall forward the election results to the Chairperson of LOCAC who will certify the results at the regular LOCAC meeting in May. The CEC Chair shall notify the candidates and the news media of the results in a timely manner.
- 2) The CEC Chair shall store all ballots in sealed envelopes by geographical voting areas. Voter registration sheets shall be stored in sealed envelopes. Sealing of the envelopes shall be verified by the signatures of at least two CEC members across the back envelope flap. The stored materials shall be presented to LOCAC Chairperson at the regular meeting in May. No one shall have access to these materials until that time.
- 3) Challenges to the election results, including requests for recount, shall be heard at the next regular LOCAC meeting following the announcement of the election results. New members for any district in which there is a challenge may not be seated until the challenge is resolved. The Council must determine how to resolve any challenges. Any recounts or handling of ballots must be conducted by members of the CEC.
- 4) In the event of a tie, the newly-seated Council will elect the representative from among those who tied as the first order of business at the May meeting.
- 5) Ballots and Voter Registration Sheets shall be held by the CEC Chair for three months following the election date or until any challenges have been resolved.

V History of Changes to Policies and Procedures

The Policies and Procedures of the Los Osos Community Advisory Council have been amended by a majority vote of the Council as follows:

Date of	Summary of Changes	Vote
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Approval		
12/15/05	Acceptance of Section IV on Elections, minus absentee ballots, district map and conditions of service	Ayes 7, Nays 0
9/28/06	Additions to Section IV Elections and attachments for map, absentee ballots, Conditions of Service. Lowered campaign fund limitation per candidate from \$500 to \$300.	Ayes 10, Nays 0
2/28/08	Inclusion of Exhibit F: updated contact list for LOCAC members and Exhibit G: updated contact list for County and LOCAC contacts to be used for monthly agenda outreach.	Ayes 10, Nays 0
10/22/09	<p>Changes to Section IV Elections:</p> <p>B 1) Change ending date for candidate applications and statements to 2 weeks prior to the April LOCAC meeting.</p> <p>B 4) Require a candidate statement and indicate all places where it will be posted.</p> <p>Include wording that allowable documents for verifying residency will be listed in this manual.</p> <p>Correct the description for the boundaries of District 3 to match the map of LOCAC's sphere of influence.</p>	Ayes 8, Nays 0

Exhibit A – Map of Districts



Description of LOCAC Voting Districts:

District 1: All homes on Paso Robles and north of Paso Robles Ave. (or an extension of Paso) and west of the URL and Osos Creek. Recognizing that Paso Robles does not go through westward beyond 11th St, all house numbers less than 1500 on 3rd through 9th St. would be in District 1.

District 2: All homes south of Paso Robles Ave. (or an extension of Paso, for all house numbers on 3rd through 9th St that are greater than or equal to 1500) to Los Osos Valley Road, including houses on the north side of LOVR, to the East to South Bay Boulevard, including houses on the west side of South Bay, and to the west to a line that includes all the houses on Bush Dr. and Ferrell Ave.- then eastward at the end of Ferrell Ave. to the corner of San Luis Ave and 5th St. , then at a compass course of 333 degrees, true, to the edge of Morro Bay.

District 3: A U shaped area that includes everything east of South Bay Blvd., including houses on the east side of South Bay, to the URL and everything south of LOVR to the URL, everything west of South Bay Blvd. to Broderson Ave., an extension of Broderson north to Morro Bay at the Audubon Sweet Springs Nature Preserve, including all houses on both sides of Broderson, and the area outside of the URL to the east, as defined by County Planning as the area of influence for LOCAC, as of the map in effect in January 2006.

District 4: Everything West of Broderson (and its northward extension) to the URL on the west and south and bounded on the north by the bay.

Exhibit B – Conditions of Service

I, _____, intend to run for election to Los Osos Community Advisory Council. By my signature, I state that I am of at least eighteen years of age and that my legal address is in the area I intend to represent and thereby qualify to run in Geographical Voting Area #____.

I agree to abide by and comply with any and all LOCAC rules concerning election procedures.

I agree not to spend more than \$300 on the election, including monies spent both by me and on my behalf, and including any “in kind” goods or services.

I agree, if elected to LOCAC, that I will to the best of my ability comply both in spirit and letter with the Bylaws of LOCAC.

I agree to consult with my constituents and to bring the knowledge, opinions and concerns of my constituents to LOCAC in order to best represent their interests.

I agree to attend all LOCAC meetings and to be prepared to make informed decisions representing my constituents.

I agree to serve on any committee or work group to which I am assigned, as provided by LOCAC bylaws.

I agree to conduct myself in an honorable and ethical manner in all LOCAC matters. I will refrain from representing my personal opinions as LOCAC positions. I will not speak on behalf of LOCAC unless specifically authorized to do so by the Chair.

I agree to disclose and disqualify myself from Council voting on any issue in which my family members or I have a legal or financial, or other conflict of interest as defined in Article IX of the LOCAC Bylaws.

Signed: _____

Printed Name: _____

Address: _____

Telephone: _____

E-Mail Address: _____

Date: _____

Confirmed by:
Community Election Committee Member: _____ Date: _____

Exhibit C – Absentee Ballot Envelope

Place stamp here

**LOCAC
Election Committee
P.O. Box 7170
Los Osos, CA 93412**

_____ (Envelope Front)

###

OFFICIAL LOCAC BALLOT

The following information must be completed in order for the enclosed ballot to be counted:

Residence Address in Los Osos (*P.O. box is not acceptable*):

Print Name: _____

By signing below I am certifying I am at least 18 years of age and I reside at the address indicated above.

Signature: _____

_____ (Envelope Back)

Exhibit D – Example Absentee Ballot Registration Form

LOCAC District Number _____

LOCAC ABSENTEE BALLOT REGISTRATION

DATE ISSUED:	BALLOT ISSUED BY:	TO: (NAME)	LOS OSOS ADDRESS	Age & Address Confirmed?	Envelope Returned?	Count
						1
						2
						3

Exhibit E – Example Election Registration Form

LOCAC District Number _____

LOCAC BALLOT REGISTRATION – MAY 20, 2006

BALLOT ISSUED BY:	TO: (NAME)	LOS OSOS ADDRESS	Age & Address Confirmed?	Count
				1
				2
				3

Exhibit F – LOCAC MEMBERS 2010 – 2011

To be added

**Last
Name
First
Name
Address/
District
Term
Expires
Primary
Phone
Second
Phone
E-Mail**

Whitney
Mimi
1145 El Morro/
District 1
2012
528-1638
none
coastoilartist@aol.com

Snead
Chuck
1377 7th St/
District 1
2014
528-2284
550-0886
cbsneadlososos@att.net

Owen
Linde
1935 B 10th St/
District 2
2012
528-6403

Exhibit G – Contact List

	Title	Phone	Fax/Other	Email
County Contacts				
Bruce Gibson	District 2 Supervisor			bgibson@co.slo.ca.us
Cherie Aispuro	Bruce's assistant	781-4338		caispuro@co.slo.ca.us
Susan Baker	Board of Supervisors Admin	781-5450	781-1350 (fax)	sbaker@co.slo.ca.us
Mike Britton	Roads Division, County Public Works			mbritton@co.slo.ca.us
Mike Wulkan	Advanced Planning	781-5608	781-5624 (fax)	mwulkan@co.slo.ca.us
Nancy Orton	Planning Dept. LOCAC liaison	781-5198		norton@co.slo.ca.us
Taryn Jamison	Planning Dept. admin	788-2009		tjamison@co.slo.ca.us
	SLO Planning Dept. website			www.sloplanning.org
Marie Cowan	Code Enforcement	788-2776		mcowan@co.slo.ca.us
Pandora Nash-Karner	Park and Recreation Commission	528-7014	528-7033 (fax)	Pandora@PandoraAndCompany.com
Bill Garfinkel	TAC	528-5004		bill.garfinkel@sbcglobal.net
Local Contacts				
Jan Harper	LOCSD Administrative Clerk	528-9370		jharper@losososcscsd.org
Ann Kudart	LOCSD Administrative Clerk	528-9345		akudart@losososcscsd.org
John Schempf	LOCSD General Manager	528-9370		jschempf@losososcscsd.org
Karen Vega	LOCSD Admin Services Mgr	528-9374		kvega@losososcscsd.org
Chuck Cesena	LOCSD BOD President			clcesena@charter.net
Cmdr. Ben Hall	Sheriff	781-4630		bhall@co.slo.ca.us
Los Osos Library		528-1862		oystaff@slolibrary.org
	LO Chamber of Commerce			chamber@fix.net
Gary Setting	LO Chamber of Commerce Pres.	528-1788		gary@seapinesgolfresort.com
Rosemarie Arnold	South Bay Community Center	528-4169		sbcc@charterinternet.com
Other				
Bill Garfinkel	LOCAC website	528-8004		www.locac.us, locac@locac.us
Pat Renshaw	Tapes LOCAC meetings	528-6753		patricia.renshaw@sbcglobal.net
Annie Mueller	Los Osos Listmail	534-9807		email@losososbaywoodpark.org/ annie@websitesQA.com
Neil Farrell	Bay News editor	528-8776		neil@tolosapress.com
Jack Beardwood	Bay News reporter	528-4942		j.beardwood@yahoo.com/ jack@tolosapress.com
Sona Patel	The Tribune	781-7800		spatel@thetribunenews.com
Bill Morem	Sun Bulletin	781-7852		bmorem@thetribunenews.com
Gary Dove	Rotary Club electronic sign	528-0824		president@dovesystems.com
Kirsten Behrmann	Kiwanis Club of Bay-Osos Pres.	547-6106		kbehrmann@cnbslo.com
Lisa	Scenic Coast Board of Realtors	772-4405		lisa@sceniccoast.org
	South Bay Women's Network	595-7296		
	KCBX Community Calendar			