Los Osos Community Advisory Council

Policies and Procedures Manual

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**The LOCAC Bylaws supersede any and all provisions in this document

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I. Purpose

The Los Osos Community Advisory Council Policies and Procedure Manual is a reference guide that sets out the accepted practices and policies of the Los Osos Community Advisory Council (LOCAC) regarding the conduct of its business. Every meeting, event, or activity associated with LOCAC is expected to abide by these policies and procedures.

Referred to in this manual are the following:

1. Council meeting policies and procedures
2. Committees
3. Election Process of Council Members
4. Amendments
5. Expectation of Council Members, Committee Members and Public Participants
6. Voting Districts
7. Conditions of Service
8. Standards and Code of Conduct
9. Host, Co-host, and online Meeting procedures

II. Meetings

A. Definitions

1. Regular - The Council shall hold regular meetings at 6:30 PM on the fourth Thursday of the month or another time agreed upon by a majority vote of the members. The regular meetings of November or December may be combined to an alternate date in November or December to avoid conflict with the holidays. In the event in-person meetings are not possible, virtual meetings can be held following regular policies and procedures. Virtual meetings may be called by the Chairperson or Vice Chairperson when agreed upon by a majority of the Council.

2. Recess to Continue - The Council may recess a meeting to continue on a specified time, date, and location with notice to members of the public being required.

3. Joint - The Council has authority to hold joint meetings and public hearings with governmental units. Such joint meetings may be held in the jurisdiction of any of the participating bodies.

4. Special - The Council may hold special meetings to discuss a specific topic that is considered too time consuming for a regular meeting. A special meeting will be approved by the Council at a regularly scheduled meeting or by email. Date and time are to be set by the Chairperson in agreement with the Council. Such special meetings require a one-week public notice. Minutes of special meetings shall be taken and will be reported at the next regular meeting.

5. 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. Minutes of emergency meetings shall be taken and will be reported at the next regular meeting.

6. Closed Session - Any council member can at any time request a closed session. Closed sessions are by nature confidential and discussions at these meetings must always be kept private amongst the Council members. No votes or discussions will take place that would affect the public as it relates to planning and development including, but not limited to, land use, circulation, zoning, public improvements and all aspects of community growth. These sessions must be approved by majority vote of the Council and an agreed upon date for the closed session will be decided. In rare circumstances, a closed session may be called during a council meeting when an unforeseen issue has come up and the council needs to communicate in private session. The Public will be asked to take a break for a specified amount of time and then asked to rejoin the meeting.

B. Agenda of Council Meetings

1. The business of a Council meeting is established by the agenda that is prepared by the Chairperson with input from the council members. Items may be placed on the agenda at the request of any council member or by a public participant following the procedure outlined in 1c below.

a) Items on the Agenda - All necessary relevant reports, supporting data, and memoranda for each item listed on the agenda will be posted online as soon as they are available, and best efforts will be made to post materials at least 72 hours in advance of the scheduled meeting. There should be rare exceptions if the 72 hours are not met.

b) Adding items to the Agenda - No item may be added to the agenda during a Council meeting nor within 72 hours prior to the meeting. An exception to this would be an urgent request by a County Agency or a necessary meeting is rescheduled which results in less than 72 hours between a committee meeting and a LOCAC meeting.

c) Public Request for Items on the Agenda - If a member of the Public wants an item placed on the LOCAC agenda, they must first submit their request in writing to the Chairperson of the appropriate LOCAC Committee at least 2 weeks prior to that committee's next meeting. The Committee Chairperson will decide whether or not to include the item on the agenda and will notify the participant. If

approved, the participant submitting the item will be responsible for its presentation as they are the most informed on the issue. If the item is not included on the Committee's agenda, the participant may bring the issue up during Public Comment at that committee's next meeting and request a hearing of the issue be scheduled. Committee members may decide to schedule this issue on a future agenda. If the request is denied,
the Public member may submit their request in writing to the LOCAC Chairperson to have the item placed on a future LOCAC agenda.
If public has an item that is pertinent to LOCAC's general purposes and does not fit a Committee's purview, the Public member may submit their request in writing to Council Chair 2 weeks prior to next Council meeting in order to have item placed on a future LOCAC agenda. If Chair approves, the Public
member will be notified and expected to present at a future meeting. If denied, Public member may present the issue during Public Comment at any LOCAC general meeting.

d) Order of the Meeting - The meeting shall be ordered as follows unless the Chairperson determines that a change would be appropriate to accommodate a participant and the change is agreed upon by majority of the Council.

(1) Call to order
(2) Roll Call
(3) Chairperson Announcements
(4) Council Member Announcements
(5) County, Local Agency and Organization Reports
(6) Public Comment for Items not on the Agenda (See Section II Meetings C7)
(7) Approval of Minutes (if available)
(8) Consent Agenda Items (See Section II Meetings C8)
(9) Regular Agenda Items (Section II Meetings C9)
(10) LOCAC Officer and Committee Reports, Member comments
(11) LOCAC Business items (Section II Meetings C10)
(12) Next meeting date announcements and adjournment

e) Preparation and distribution of the Agenda - After the Chairperson has received the requested input from the Council, the Chairperson shall prepare an agenda. The agenda will be posted on

the LOCAC website (locac.info) at least 72 hours in advance of the LOCAC meeting except as noted in Section II
Meetings B1 a&b. A copy of documents and committee reports will also be made available online for all agenda items. Copies of the agenda will be available at the meeting.

f) Removal of items from the Consent and Regular Agendas

(1) Items can be removed by any Council member from the Consent Agenda at any time. If removed within 72 hours prior to the scheduled meeting, they will be added to the regular agenda of that same meeting. If they are removed before the 72 hour period, they can be moved to the regular agenda of that same meeting or referred to
the next regularly scheduled meeting for discussion. For this, consideration should be made to each project in regards to its specific time considerations and county deadlines. Applicants must be notified of the change.

(2) Items cannot be removed from the Regular Agenda during the 72 hours prior to the scheduled meeting.

(3) Any item on the Regular Agenda that is not discussed by the Council or postponed for whatever reason can still hear public comment.

g) Communication of actions to the County Staff - After each LOCAC meeting, the Secretary will prepare and submit a document to the San Luis Obispo County Planning and Building Department and/or any other persons or agencies appropriate to be notified, specifically the Project Manager for each project. This document will alert all parties to the recommendations voted on by the Council along with any concerns voiced by the Council and the Community. This document shall be sent via email within 3 days of the meeting. The Chairperson will be cc'd on this notification and the document will be posted on the LOCAC website alongside the minutes, remaining there as part of the archives.

C. Meeting Procedures

1. Presiding Officer - The Chairperson is the presiding officer. In their absence, the Chair will appoint the Vice Chair or designate another member of the Council or Committee to lead a meeting. In the absence of both officers and a predetermined designation has not been made, the Council shall select a Chair Pro Tempore from the members present.

2. On-line Meetings - there will always be a Co-host. The Co-host will make sure all public participants are muted for the duration of the meeting, all "chat" features are to be private within the Council. The Co-host and the Chairperson will decide the best way to accept public comment, via the raise hand feature or another manner mutually agreed upon. See instructions for Hosting, Co-hosting and Online Zoom meeting procedures in Exhibit D of this Manual. This document is also available on google docs.
3. Quorum - A majority of members of the Council shall constitute a quorum. Five (5) members is a quorum. Unless a quorum is present, no business may be conducted. Even though no business can be acted upon, Public Comment can be heard.
4. Decisions made by the Council - Decisions will be determined by a majority vote of those present, unless noted elsewhere in the bylaws.
5. Public Comment - All public comment made during a LOCAC meeting at any time must adhere to the Standards and Code of Conduct set forth in Exhibit C. There will be one warning made to a speaker choosing not to follow those guidelines. If there needs to be a second warning, the Chairperson will ask the speaker to leave the meeting. If on-line, the Co-host will either permanently mute or send the speaker to the waiting room. Chairperson has discretion to call a recess as necessary. During any public comment period, public participants will address the Chairperson when speaking, not individual Council members. Council members will not respond to public comment until the designated time as written below in Section II Meetings C6-9. Comments may be limited to 3 minutes and timed by a designated member of the Council/Committee.
6. Council Deliberations after Public Comment - The Chairperson will ask if any Council members would like to speak. Those wishing to speak will raise their hand and wait to be called on by Chairperson or Co-host, having a second opportunity to speak only after everyone else on the Council has had their chance to comment. The intent of this process is to limit cross talk, especially during contentious discussions, so that all have the opportunity to speak and be heard.
7. Public Comment on Items not on the Agenda - At each meeting the Council will hear public comment on items not on the agenda, either written or oral.

a) Depending on circumstances, the Chairperson has the option to limit public comments to three minutes per speaker. The Chairperson 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 9:30pm adjournment time. The Council may, by majority vote of those present, extend the time for comments on any subject.

b) Council members shall not respond to or discuss comments made by a public speaker during the Public Comment period. A request to question a speaker can be made through the Chairperson, who has the option to hold the question until all speakers have been heard.

c) Public participants shall not react or attempt to engage any speaker in conversation. Thereafter, the Council shall decide whether and how to proceed with any of these items under the direction of the Chairperson.

d) Council members may make comments as public participants during the meeting segment "Public Comment on Items not on the Agenda."

8. Items on the Consent Agenda - A Consent Agenda item is meant to be any procedural request or a committee referral that is expected to not need discussion. Any council member can ask an item be removed from the Consent Agenda for any reason at any time. Chairperson will remind participants of the process for discussion of any agenda items and for adherence to the Standards and Code of Conduct, and ramifications thereof.

a) Documentation for each item will be posted online, available to the Council 72 hours prior to the meeting, except as noted in Section II Meetings B1a&b, so that Council members feel confident that their vote reflects their attention.

b) It is not always necessary to remove an item from the consent agenda if anyone has simple questions or needs clarification. If after clarifying questions are answered and more discussion is needed then the agenda item can be removed from the consent portion of the agenda and put on the regular agenda.

c) The procedure for the Consent Agenda is as follows:

(1) After introduction of the Consent Agenda, the Chairperson will ask if there is any public comment. The Standards and Code of Conduct (Exhibit C) shall be followed at all times for public comment. The 3 minute limit per speaker will always apply for an item on the Consent Agenda. Public participants should be reminded that items referred by a committee to the Consent Agenda were previously vetted and discussed at the committee level.

(2) After public comment, the Chairperson then asks the Council for any questions or discussion on the items remaining on the Consent Agenda. It is understood that the Council members have come prepared and other than a quick point or question, are prepared to vote on the items. At this time, if discussion arises that causes a member to question commitment to the item, it can be removed and placed later on the Regular Agenda.

(3) After discussion, the Chairperson asks for a motion on the items remaining on the Consent Agenda and the Council votes, following regular voting protocol.

9. Discussions for items on the Regular Agenda - The Chairperson will explain to the Council members and the Public, the process for discussion of any agenda items, for adherence to the Standards and Code of Conduct, and the ramifications thereof. The practice of the Council is to discuss an item on the regular agenda prior to a motion
being made.

a) After an item on the regular agenda is introduced, the applicant will have the opportunity to explain their project, what they need from the Council, and present any relevant documents to the Council. Applicants are requested to provide relevant documents to the Council or Committee before the meeting date so that they can be posted online for both Council and Public review.

b) Council members will then have the opportunity to ask questions or clarifications from the applicant. All Council members desiring to discuss a matter under consideration will be called upon in turn by the Chairperson to speak. Each Council member wishing to speak will have the opportunity before another Council member speaks a second time. If necessary the Chairperson will call for a second round of questions/comments from the Council.

c) After this time, public participants who wish to speak on the item will be recognized by the Chairperson. All public participants desiring to discuss a matter under consideration should be given an opportunity to do so prior to any person being able to discuss the item more than once.

d) Whether in-person or on-line, speakers will be called upon to comment in the order their requests to speak are made. At the beginning of each agenda item, speakers will be asked to raise their hand or to line up for comment on the item. For an on-line meeting,

this can be accomplished either by the raised hand function or some other way that is mutually agreed upon.
e) The Chairperson will limit each speaker to 3 minutes. The Chairperson has the authority to either further limit the time given or to allow more.
f) Just as the Public is expected to adhere to the Standards and Code of Conduct so as to not interrupt, interfere, or respond to the person speaking, Council members are also instructed not to respond to Public Comment at this time. If it is necessary for a Council member to question a public comment speaker, they may do so through the Chairperson. At their discretion, the Chairperson may hold Council questions until all speakers have been heard.
g) After Public comment has been closed on an item, the Chairperson may again engage a particular public participant for further clarification, discussion, or to answer any questions.
h) When the Chairperson has no more questions for the speakers, the Council may deliberate on the agenda item being discussed. The Chairperson will remind the Council members that they may only make comments after they are called upon. They will address the Chairperson, not a fellow Council member.
i) Those wishing to speak will raise their hand and wait to be called on by the Chairperson or Co-host, having a second opportunity to speak only after everyone else on the Council has had their chance to comment. If any Council members prove unable to wait their turn, they will be stopped and asked to wait. For these deliberations, the Council members will be addressing the Chairperson with their comments, not individual members.
j) After the discussion has ended, a motion is made, seconded and a vote is taken.

10.Business Items on the Agenda - Business items include but are not limited to policies, procedures, and organizational matters that do not necessarily require public review.

D. Parliamentary Procedure

The Parliamentary Procedures below are adopted as guidelines for the Council. Their purpose is to assist the Council in acting upon the business before it, to assure a fair opportunity for all members presenting their views, and to provide an accurate recording of the Council's actions.

1. Main motion - A main motion introduces an agenda item for a vote. It requires a second. A motion failing to receive a second fails. A motion made and seconded, and stated by the Chairperson will then be voted on unless further discussion is needed. As stated in Section II Meetings C, the practice of the Council is to discuss and hear public comment on an item before a motion is made. Motions can be subject to amendment.
2. Motion to Amend - A motion to amend does not change the subject of the motion it proposes to amend, it may change a portion of the motion by adding to, deleting from, or substituting different language and meaning. It may be applied to any main motion except a motion to table, adjourn, reconsider, etc. When a motion to amend has been made, accepted and stated by the Chairperson, the original motion maker will be asked if the amendment is acceptable. If the original motion maker does not accept the amendment then the original motion has to be voted on. If the original motion maker accepts the amended motion it will be seconded and the vote taken. If the vote on the amended motion fails, the main motion is still before the Council for action.
3. Motion to table an agenda item - A motion to table an agenda item can be made whenever the Council agrees by vote that there is not adequate information or if there are extenuating circumstances present that prevent the ability to properly discuss the agenda item at hand. An item will be tabled and a future date proposed when the Council believes there will be sufficient information available to discuss the agenda item.
4. Motion to reconsider - A motion to reconsider a vote or action taken in the past by the Council may be made at any time. The motion requires a second. If the motion passes, the item will be put on the agenda at the next available relevant meeting. If such a motion fails, the matter is not reopened or reconsidered at that time.
5. Call for Question - Rather than a motion, a Council member may Call for the Question (a request to cease discussion). The Chairperson addresses the Council advising that the question has been called and asks if there is any objection to ceasing the debate. If there is objection, debate continues. If there is no objection, debate will cease and a vote is then taken.
6. Motion to Adjourn - Council meetings shall adjourn by 9:30pm unless a majority vote approves continuation. A motion to adjourn earlier is in order at any time from any Council member. The motion, once seconded, is not debatable and requires a majority for adoption. In the case of adjournment prior to the completion of the agenda, agenda items that are

in discussion and those not addressed shall be added to the agenda of the next regular meeting.

E. Voting
A quorum must be present for votes to take place.

1. Motions - A majority of members present is required for passage of motions.
2. Bylaws - See procedure set in Article X Amendments of the Bylaws.
3. Policy and Procedures - The affirmative vote of a quorum of members of the Council is required to amend the Policy and Procedure Manual. See Bylaws Article X Section 6.
4. Tie Votes - In the event that voting on an item being deliberated for the first time results in a tie, then the motion fails.

III. Committees

A. Membership
1. All members of LOCAC shall be required to be a member of at least one standing committee.
2. The Chairperson of each committee shall be a LOCAC member. The Chairperson is responsible for upholding the Bylaws and ensuring the Policies and Procedures are being followed at all meetings.
3. LOCAC members may attend any committee's meeting as a public participant.
4. Membership of any committee (special or standing) can consist of any number of members between 3 and 9. Each committee shall consist of a minimum of 2 and no more than 5 LOCAC members and as many as 7 Public members.
5. Public Members are appointed to sit on a committee and participate in its deliberations by the LOCAC Committee Chairperson in consultation with the LOCAC Chairperson.

a) Public Members are required to sign Conditions of Service for Appointed Public Members (Exhibit E) and Standards of Code and Conduct (Exhibit C) in order to serve on a committee. No Public member may serve until both documents have been agreed to by signing them.
b) Public members are appointed for 2 years.
c) At the end of 2 years the Public member can be appointed up to 3 more times.

d) After serving a total of 8 years, a Public member interested in continuing to serve must take a 1 year break. After this break period, they may ask to be reappointed if there is a vacancy to be filled.
e) LOCAC has the discretion to extend time of Public members beyond 8 years should there be no one interested in an available position.

6. Committee decisions and reports are not binding to LOCAC.
7. If a member has 3 (three) unexcused absences within any twelve month period, the Committee Chairperson shall inform that member, pointing out the possible loss of their Committee seat. If a committee Chairperson decides a full review is warranted, a majority vote of the Committee members, excluding that of the absentee member, is necessary for termination of the absentee member.
8. Members of committees may be removed for cause at request of the Committee Chairperson or a Committee member and by majority vote of the committee, excluding vote by member in question. Discussion and vote for removal should be done during a closed session. Causes for removal include, but are not limited to:

a) Representing themselves as speaking for the committee without prior approval of the committee Chairperson
b) Disruption of committee deliberations
c) Failure to uphold the Standards and Code of Conduct, Article XI of the LOCAC bylaws and Exhibit C of this Manual
d) Failure to uphold the Conditions of Service, Exhibit B or E
e) If a Council or Committee member with a conflict of interest continues in discussions attempting to persuade or influence as defined in Bylaws Article IX, Section 5

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, locations and times shall be established by the Committee Chairperson in consultation with committee members. Meeting locations will be decided in conjunction with the Treasurer as needed.
3. The Chairperson of the committee shall prepare a written agenda and post it online at least 72 hours prior to the scheduled meeting.
4. Within one week of each meeting:

a) The Committee Chairperson or designated committee member shall send to the LOCAC Chairperson and Communications Officer a notice of all action taken, identifying all projects being forwarded to LOCAC for their review.

b) Draft minutes shall be sent to the Communications Officer for posting and review.

5. It is required that all members of the committee regularly attend meetings. If they are unable to attend then they should notify the Committee Chairperson.

C. Standing Council Committees and their purpose

1. Land Use Committee

a) Review all relevant project referrals and land use issues sent by the County or by request of the public.

b) Make recommendations to the Council for acceptance, no comment, or full council review, along with reasons for each decision.

c) Send recommendation to the Council to place on either the Consent or the Regular Agenda.

d) As applicable, track projects and report back to the Council on the status of ones for which LOCAC has provided. recommendations to the SLO County Planning department

e) Serve as a resource to the Council regarding major ordinance and policy changes.

2. Trees and Landscape

a) Assist in the greening and beautification of Los Osos/Baywood Park in order to install appropriate trees and landscaping throughout the community

b) Provide community education and coordination of volunteers and community activities related to the preservation and protection of existing street trees, and new plantings.

c) Formulate recommendations on issues affecting local tree and landscape decisions.

3. Transportation and Circulation

a) Promote and increase safe multi modal travel in Los Osos, working with county groups.

b) Lobby the County to upgrade roads in Los Osos/Baywood Park based on priorities established by the community. Upgrades may

include traffic calming, stop signs, crosswalks, bike and walking paths, and other safety measures.

4. Community Outreach

a) Expand the public's awareness of the existence of LOCAC

b) Provide the community information about projects and issues that appear on the LOCAC meeting agendas or are relevant to the community.

c) Goal to increase awareness, engagement and public participation with LOCAC while also gaining a better understanding of the public's opinions on issues that require LOCAC consideration.

5. Special Committees

a) Elections

b) Bylaws and Policies and Procedures

c) Others as needed

IV. Elections

A. Community Election Committee

1. To oversee the election, LOCAC shall appoint a LOCAC Council member to chair a committee of council members and independent volunteers, if any are interested, to be known as the Community Election Committee (CEC). See Bylaws Article V, Section 2. No one whose name appears on the LOCAC official ballot may serve on the committee.

2. The purpose of 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 procedures outlined herein.

b) Be responsible for selecting suitable polling place or 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 polls shall be open for a minimum of 4 hours. At least 2 poll workers shall be present during each shift. At least one of the two shall be a LOCAC member.

e) The CEC Chairperson shall be responsible for assuring the ballots provided are the official ballots. There will be one ballot for each district. Voters will only receive a ballot for their district.

f) Oversee the candidate application process and vet each candidate for eligibility and all election processes.

g) Provide to LOCAC 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 LOCAC meeting post-election.

3. LOCAC shall appoint the CEC chair and set the date for election at the January meeting of the election year.
4. If unforeseen circumstances arise and the election may not take place on a scheduled date then by majority vote of the Council, the election may be postponed. Unforeseen circumstances include but are not limited to natural disasters, pandemics, or other items beyond control of the Council. If an election is interrupted, applicants will be notified to resubmit their applications at the appropriate time.

Example of Election Timeline with a May Election

January LOCAC Meeting	1. Set date for election in May. 2. Name Chair from the LOCAC council. 3. Appoint members of LOCAC and those from the community interested to be part of CEC. 4. Announce timeline and process for candidate applications to the public. 5. Design a outreach campaign to ensure an adequate and qualified candidate pool is secured.
First two weeks of February	1. CEC meets 2. Candidate applications are made available 3. Candidate application due date is set.
Second week of March	1. Candidate Applications are due.
Third week of March	1. CEC meets to vet candidates and ensure they meet eligibility standards . Candidate list is sent to LOCAC.
Fourth week of March	1. Call a closed session if necessary to

	discuss candidates with Council.
March LOCAC meeting	Candidates are announced.
Month of April	1. Candidates have time to get word out in their communities--Campaigning 2. Information posted on the website regarding candidates.
First week of May	1. Election takes place.
LOCAC May meeting	1. Winners are confirmed and seated on the Council.

B. Candidates

1. At a minimum, applications will be made available via website, and available at
committee meetings and general LOCAC meetings at least one month before candidates are announced.
2. In an election year for a seat on the LOCAC Council, applications may be turned in once the election date has been set and applications are made available. Applications may be turned in by:
    a) Email to LOCAC general email
    b) Mail to the PO Box monitored by CEC Chairperson
    c) Handed to the Chairperson at a Committee meeting or general LOCAC meeting
3. Applicants will receive notification of receipt of their application by email.
4. Each proposed candidate for elections shall be required to sign the Conditions of Service Agreement, Exhibit B which outlines the Conflict of Interest and Eligibility requirements for service, sign the Standards and Code of Conduct Agreement Exhibit C, and submit a one page description of why they want to be on LOCAC. Candidates who do not sign these documents are ineligible to run or sit on the Council.

5. The election committee will verify the residence, age, and geographic voting area of each candidate, as indicated in Exhibit A. Applicants will be asked to provide proof of identity and residency as part of the candidate application submission.
Council meeting.
6. Once eligibility is confirmed by the CEC and applicants have turned in all required paperwork, the CEC will inform the Council of approved applicants to be listed as candidates for the ballot. If there needs to be discussion, a closed session will be called.
7. Candidates will be announced at the LOCAC meeting at least one month before the election date. Candidates will be informed their Candidate Statement will be put on LOCAC web page, distributed to the public and possibly the press. The Candidate Statement shall be limited to one page.
8. There shall be a campaign fund limitation of three hundred dollars ($300.00) spent by each candidate and/or committee acting on their 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. Any candidate found to exceed this amount will be disqualified.
9. All candidates are required to have an email address. When elected, they will be provided with a LOCAC only email address that they are willing to make available to their constituents.

C. Voting Requirements

1. In order to cast a vote in a LOCAC election, a voter must:
    a) Reside in Los Osos/Baywood Park
    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 their residence address and age upon arriving to the voting site.. The CEC shall determine the method of verifying residency, which may include drivers license, utility bill, or other identification that indicates the person's actual residence.
    b) Must vote in person to have their vote counted.
    c) Must place their name and address on the election registration form prior to receiving a ballot.

D. Ballots and 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 in accordance with the voting instructions on the ballot
c) May not contain a write-in candidate

2. 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, with at least 2 people present.

F. Election Day Voting Procedures

1. CEC may utilize the services of an outside organization to tally the votes.
2. On Election day:
a) CEC shall set up the polling place with necessary materials. The CEC shall declare the opening and closing of the poll.
b) No campaigning will be allowed within 300 feet of the polling property.
c) At least two members of the CEC will be present at the polling place during voting hours and one must be a LOCAC member.
d) Prior to providing a voter with a ballot, a CEC polling official shall verify that the voter meets the requirements stated in the Policies and Procedures Manual, Section IVC. They must:
(1) Show proof of age over 18
(2) Show proof of residency
(3) Be confirmed by the issuing CEC member to live in the district for which they intend to cast their vote
e) Once eligibility has been confirmed, the voters information will be entered into the voter log. This information includes:
(1) Voter name, address
(2) District number
(3) Name of the witnessing polling official
f) Voter will then be given the appropriate ballot for their district
g) After voting, the voter will deposit the completed ballot in the ballot box.
h) No voter shall accompany another voter past the verification table, with the exception of those who may have a physical disability.

3. 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

After the poll closes, all the ballots shall be counted by at least 4 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. At least one person must be LOCAC member, and one person a non LOCAC member.

1. Disqualification - if a write in candidate has been entered or if more than the designated number of candidates has been marked, a ballot may be disqualified. A majority of the counting committee present must agree to disqualify a ballot. Disqualified ballots shall be marked as such and held separately.
2. All ballots shall be 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.
3. Questionable ballots shall be set aside by the reader and shall be ruled upon by consensus of the committee immediately after the count.
4. A candidate and a candidate representative may observe the ballot counting but neither may speak. If any observer wishes to challenge the LOCAC election results, the challenge must be submitted in writing to the LOCAC Chairperson prior to the next regular LOCAC meeting in order to be considered.
5. Tabulation shall be saved as part of the election documentation.

H. Election Results

1. Upon completion of the count, the CEC Chairperson shall send the results to the LOCAC Chairperson, and then to the Communication Officer for posting. Results are tentative until confirmed by the LOCAC Chairperson and announced at the designated LOCAC meeting.
2. The CEC Chairperson shall store all ballots in sealed envelopes by geographic voting areas. Voter log shall be stored via google docs online. Sealing of the envelopes shall be verified by the signatures of at least two CEC members across the back of the envelope flap. The stored materials shall be presented to the LOCAC chairperson at the regular meeting in May. No one shall have access to these materials until that time. Copies need to be saved until all potential challenges are resolved.

3. Challenges to the election results, including requests for recount, shall be heard at the May meeting or under extraordinary circumstances would 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. As the last order of business at the May meeting, LOCAC Business item (See Article IV Section 7 of the Bylaws):

a) Elected Council members will be confirmed by the Chairperson and seated

b) In the event of a tie, the newly seated council will, by majority vote, elect the representative from any geographic voting districts in which there was a tie vote.

c) The outgoing Chairperson will chair the meeting until a new Chairperson is elected.

d) The new Chairperson then will assume their duties and complete the election of officers.

5. Ballots and Voter Registration Sheets shall be held by the CEC Chairperson for three months following the election date or until any challenges have been resolved.

V. Amendments

1. The Bylaws may be amended by majority vote of the Council following protocol in Bylaws Article X Amendments.
2. The Policies and Procedure Manual may be amended following protocol in Bylaws Article X.

Example Timeline Bylaw Amendments for Vote at a December Meeting

Early November	1. Release Bylaws for review and notify public
Late November	1. Written comments due
Early December	1. Send final draft to Council for review, decide if a Closed Session is needed
December Council Meeting	1. Agendize vote on amendments.

VI. History of Changes to Policies and Procedures

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

1. 12/15/05 Ayes 7, Nays ?) For the acceptance of Section IV on Elections, minus absentee ballots, district map and conditions of service.
2. 9/28/06 Ayes 10, Nays 0 for additions to Section IV Elections and attachments for map, absentee ballots, Condition of Service, Lowered campaign fund limitation per candidate from $500 to $300.
3. 2/28/08 Ayes 10, Nays 0 for Inclusion of Exhibit F: undated contact list for LOCAC members and Exhibit G: update contact list for County and LOCAC contacts to be used for monthly agenda outreach.
4. 10/22/09 Ayes 8, Nays 0 for Changes to Section IV Election. B1) Change ending date for candidate applications and statements to 2 weeks prior to the April LOCAC meeting. B4) Requires a candidate statement and indicates all places where it will be posted. Include wording that allowable documents for verifying residence will be listed in this manual. Correct the description for the boundaries of District 3 to match the map of LOCAC sphere of influence.
5. 12/10/2020, Ayes 10, Nays 0. Complete rewrite and compliance with Bylaws.
6. 1-28-2021, Ayes 9, Nays 0. Changes to clarify language that Standards and Code of Conduct and Conditions of Service are required to be signed to serve in any capacity on LOCAC. Also amended language so all members will support decisions of LOCAC even if one personally does not agree.

Exhibits (to be attached)