

Sunland-Tujunga Neighborhood Council

2025 Selection Manual



Approved: December 11, 2024

Sunland-Tujunga Neighborhood Council 2024 Board Selection Procedures

This Board Selection Manual shall be reviewed and approved prior to each scheduled Board Selection by the Board, and submitted to the Department of Neighborhood Empowerment (“Department”) for review no later than ninety (90) days prior to the Board Selection. **Monday, March 3, 2025.** The Sunland-Tujunga Neighborhood Council Board’s review will occur at a regularly scheduled Council Meeting that has been duly noticed in accordance with the Brown Act. **Wednesday, December 11, 2024.**

BOARD SELECTION DATE

The Sunland-Tujunga Neighborhood Council (STNC or “Council”) shall hold its Board Selection in the month of May every two years.

Board Selection Day:

The date of the upcoming Board Selection is **Saturday, May 17, 2024.** The Board Selection will take place at the **North Valley City Hall, 7747 Foothill Blvd., Tujunga, California, between the hours of 12 p.m. and 4:00 p.m. If not available, the Elks Lodge at 10137 Commerce, Tujunga or Sunland Recreation Center at 8640 Foothill Blvd., Sunland.**

In order to comply with the Brown Act, the Board Selection Day shall be conducted such that no business other than the Selection will take place.

SELECTION COMMITTEE

A Selection Committee (“Committee”) shall be appointed to oversee the Selection process at the beginning of each new Board year, when new board members are installed after a Selection has been certified. Appointment of the Selection Committee shall follow the same rules as those in the STNC Bylaws and standing Board rules that cover all other Board Committees.

Selection Committee Composition:

The committee shall include at least three (3) Committee members who are not applying as candidates for the Board Selection.

For information on the current STNC Selection, contact:

Committee Chair: Carol Hutchinson

Phone: 818-383-7109 Email: carolh.stnc@gmail.com

Members: Mark Seigel, Mark Dutton

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to the Council's Board Selection, including, but not limited to:

- Reviewing this Board Selection Manual and recommending Board approval
- Designating the date, time and location of the Board Selection in compliance with the Council's Bylaws, and subject to the Board's approval.
- Securing the services of a Selection Administrator, who is the Neutral Third Party (NTP), who will oversee the Selection and perform other administrative duties.
- Preparing and distributing all Candidate information.
- Overseeing eligibility and verification of all Candidates and Stakeholders.
- Overseeing notification and outreach of the Selection and all processes connected with the Selection to the community.
- Receiving and resolving any Challenges.

STAKEHOLDERS AND OUTREACH

Stakeholder Definition:

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- Lives, works, or owns real property within the boundaries of the neighborhood council; or
- Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a non-profit Community Organization within the boundaries of the STNC. .

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

All Stakeholders and Candidates must provide Documentation that is valid as of **January 1, 2025**. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Organizations may provide a roster of members to assist with documentation. Any such roster must be submitted to the Committee or NTP by **March 10, 2025**.

Minimum age for Candidates is eighteen (18) years of age and for Voters is sixteen (16) years of age on the date of the Selection.

Outreach to Stakeholders:

- Announcements, banners and flyers will target all aspects of the community.
- E-blast, social media and other methods will be used.

These outreach methods will be used to solicit Candidates and Voters.

CANDIDATES

Candidacy Requirements:

The Sunland-Tujunga Neighborhood Council consists of twenty-one (21) positions.

All Stakeholders who wish to run for a position on the Board must complete a current Candidate Filing Form. This form shall serve as written acceptance of the Stakeholder's desire to run for a position on the Board that they qualify for according to the STNC Bylaws.

Candidate Filing Forms must be completed and submitted to the STNC, along with documentation of identity and qualification, including acceptable proof that the person is a Stakeholder. Forms must contain a mailing address, e-mail address and phone number. All forms must be **received by 11:59 p.m. March 31, 2025**

Candidate Filing Forms and other Selection information will be available on the Council website stnc.org and through the STNC Secretary at secretary@stnc.org.

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive links to the following information:

- Sunland-Tujunga Neighborhood Council Board Selection Procedures
- Sunland-Tujunga Neighborhood Council Bylaws
- Information on Candidate statements, campaigning rules, and the Candidate Forum
- Any additional information that may be pertinent to the Selection process.

The Selection Committee will have copies of all information in a binder that is made available at all Board meetings for any potential Candidate to read prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

Any person of at least eighteen (18) years of age who qualifies as a Stakeholder is eligible for one (1) of the twenty-one (21) positions available on the Sunland-Tujunga Neighborhood Council Board that they qualify for according to STNC Bylaws.

Verification:

Designated Selection Committee members and/or the NTP shall review each and every Candidate Filing Form and required documentation to verify that the individual meets the Stakeholder eligibility qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information provided is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form and documentation, the form and associated documentation shall be used as written verification of a Stakeholder's eligibility to run for a Board position.

A potential Candidate shall be notified via e-mail if their Candidate Filing Form is incomplete. Steps necessary to complete the filing process will be provided.

Verification of all Candidates shall be completed within three (3) calendar days after the close of the Nomination Period. **Thursday, April 3, 2025**

The final list of certified candidates will be released 15 days before the Selection. **Friday, May 2, 2025.** Names on the ballot may not include any professional designation.

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified shall be notified by phone or e-mail within three (3) calendar days after the close of the Verification Process. Notification shall include the specific reason why the Candidate has been disqualified. **Sunday, April 6, 2025**

Candidates who are disqualified may submit a letter or e-mail no later than four (4) calendar days after the deadline of disqualification asking for a reconsideration of their candidacy. Letters must include a specific rationale of why the Candidate feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Selection Committee in order to reconsider the matter. **Thursday, April 10, 2025.**

Reconsideration:

A decision on reconsideration of a Candidate shall be made within two (2) calendar days after the deadline for Reconsideration. The Candidate shall be notified immediately by phone or e-mail. **Saturday, April 12, 2025.**

Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **in writing** to the NTP or Selection Committee Chair no later than fifteen (15) calendar days after the close of the Nomination Period. **Tuesday, April 15, 2025**

In the event a Candidate withdraws after the ballots are printed, any votes cast for that Candidate will not be counted.

TERM OF OFFICE

The term of office is two (2) years.

NOMINATIONS

Nominations shall open seventy-five (75) calendar days prior to the scheduled date of the Board Selection and shall continue for forty-five (30) calendar days thereafter.

Open: Saturday, March 1, 2025.

Close: Monday, March 31, 2025.

All nominations shall be made by filling out the current Candidate Filing Form and submitting it to the chair of the Selection Committee or NTP at a Board meeting, online, by e-mail or postal mail. The paper form will include an e-mail address and postal address. **All submissions by any method must be received by 11:59 p.m. Monday, March 31, 2025.** Any forms received after the deadline will be automatically disqualified. Candidates are responsible for submitting readable information.

The current Candidate Filing Form and current list of acceptable identification and documentation will be made available online at stnc.org beginning on or before **Saturday, March 1, 2025.**

CAMPAIGNING

Candidate Materials/Contributions:

Although no maximum amount will be set, it should be understood that all campaign costs should be reasonable.

Candidate Statements:

Each Candidate shall be given the opportunity to write a maximum 250-word statement that lists their qualifications and explains to Stakeholders their reasons for wishing to serve as a Council Board Member. Each Candidate should also submit a photo of the person alone. These statements and photos will be posted on the Council website as they are submitted.

In addition, your Candidate one-page statement will be included in binders that will be available at the poll for Stakeholders to inspect. This statement must fit on one side of 8½ by 11 paper and must be submitted to the Selection Committee at least one week before the Selection. **By Saturday, May 10, 2025.**

Candidate Forum:

On **Wednesday, April 9 and Wednesday May 14, 2025**, at a noticed monthly Council Meeting, or at a separate date and time set by the Selection Committee, a Candidate Forum shall be conducted. Each candidate shall be given an equal amount of time to express why they should hold a Board position. A question and answer period shall follow. Rules shall be provided to all Candidates prior to the Candidate Forum.

The Neutral Third Party shall facilitate the Candidate Forum in order to ensure the fairness of the process. Order of presentation shall be determined by random drawing of Candidate names.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mudslinging), assault, or attack on any other Candidate or Stakeholder. Proof of the use of character defamation, assault, or attack by a Candidate may result in disqualification. Such disqualification will be determined by the NTP in consultation with the City Attorney. Candidates may not use the Sunland-Tujunga Neighborhood Council logo or City Seal on **any** campaign materials they produce. Persons violating this requirement will be asked to immediately remove the NC logo and/or City Seal. Failure to do so may result in disqualification.

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the polling place entrance. Any person violating this requirement will be asked to leave the Selection site/area; any Candidate violating this rule may be subject to disqualification.

Electioneering includes, but is not limited to:

- Soliciting a vote or speaking to a Voter on the subject of marking the ballot
- Placing any sign relating to any Candidate
- Distributing or wearing material relating to any Candidate
- Placing a sign, distributing material or talking with a Voter on the subject of their qualifications to vote.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used to project Candidate information on the day of the Board Selection. Any violators will be asked to cease and desist and may be asked to leave the voting area.

STAKEHOLDER REGISTRATION

All Stakeholders, including Candidates, who meet the criteria for the definition of a Stakeholder, as listed in the Council Bylaws and above, shall be eligible to vote on the day of the Selection. All Stakeholders, including Candidates, will be required to show acceptable forms of identification and documentation. (See Attachment C for examples of acceptable forms of identification and documentation for voters.)

VOTING PROCESS

No secret balloting is allowed. All ballots will be numbered.

The NTP shall use a documented random process, such as drawing from a hat, to determine order of Candidates' names on the ballot. Order on the ballot shall be determined no later than **Wednesday, April 16, 2025**. Any ballot with votes for more than the specified number of seats to be filled will be disqualified. No write-in Candidates shall be allowed. No absentee or proxy voting shall be allowed.

Procedures:

After entering the Polling Place, Stakeholders will start at the Registration Station. Each Stakeholder must fill out a current Voter Registration Form and present acceptable identification and documentation (**See Attachment C**). All voters must present photo identification to obtain their ballot. Registered Stakeholders will receive a numbered ballot at the Ballot Table. The ballot number shall be noted on the Voter Registration Form.

The Stakeholder is then admitted to the voting room. Binders containing all submitted Candidate statements shall be available for viewing by Stakeholders to assist in their selection.

Poll Volunteers shall monitor the voting room and assist Stakeholders with any questions regarding procedures, **but not Candidates**. The NTP shall be notified of any violations or disruptions in the voting process.

Completed ballots shall be deposited into the Ballot Box. A Poll Volunteer shall monitor the Ballot Box at all times. The Ballot Box shall be unsealed only after the closing of the poll and in the presence of the NTP.

Curbside voting will be provided along the north side of the Chatsworth Train Depot building for voters with a disability or who are otherwise unable to access the polling place.

No Candidate may participate in any way in the handling or counting of ballots, Voter or Candidate registration or verification, and/or assisting voters in the act of voting in translating or interpreting the voting materials or explaining the voting process.

Vote Counting:

The NTP shall unseal the Ballot Box after voting has concluded and shall oversee the entire counting process. Counting requires a minimum of six (6) volunteers, who shall be divided into pairs, resulting in a minimum of three (3) pairs of counters. Ballots shall be counted in batches of approximately 50 ballots by at least two (2) pairs of volunteers, and recounted separately by each of the pairs. Any discrepancy in the tally by the groups shall result in an additional recount of that batch of ballots. Each ballot shall be counted multiple times, as necessary, to assure accuracy. The public, including candidates, may observe the ballot count in person or virtually, as allowed, but may not interfere.

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Wednesday, May 21, 2025.**

Ties:

In the event of a tie, the winner shall be determined by drawing straws, or a virtual coin toss if necessary, with that process overseen by the NTP.

Provisional ballots:

If a Voter is challenged on the basis of insufficient documentation, the Voter may produce any of the documentation outlined in these Selection Procedures, at which time the Voter will be issued a regular ballot.

If a Voter cannot produce the required documentation, the Voter will be offered the opportunity to submit a provisional ballot. The provisional ballot will be the same as a regular ballot, except that prior to being placed in the ballot box the provisional ballot will be put inside a specially marked envelope. On the outside of the envelope, the Voter shall provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.

4. The voter's telephone number.
5. The voter's email address.

When a Voter casts a provisional ballot, the Voter will be issued instructions that explain what steps the Voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the Selection by **11:59 p.m. Tuesday, May 20, 2025**. The Selection Committee and/or the NTP will be responsible for verification of provisional ballots.

CHALLENGES

Contesting the Selection:

Stakeholders who wish to contest the eligibility of a Candidate must submit a written Challenge to the NTP within seven (7) days of the close of the Nomination Period. **Monday, April 27, 2025.**

Stakeholders who wish to contest the Board Selection or some part of the Board Selection process (stakeholder status, violations of Selection Procedures or Council Bylaws) must submit a written Challenge to the NTP, or online through stnc.org, within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP, or submitted online, by **11:59 p.m. Thursday, May 22, 2025**. Challenges must include a specific rationale of why the Stakeholder feels the Board Selection or Selection Process has been violated along with any other pertinent information that will be of assistance.

The NTP and Selection Committee shall review and investigate all Challenges. They shall have the authority to interpret these Selection Procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within ten (10) calendar days of the deadline to receive a Challenge. **Sunday, June 1, 2025**. Written notice of the decision shall be issued immediately. Decisions of the Selection Committee are final.

ANNOUNCEMENTS OF RESULTS

The Board Selection unofficial results shall be posted at the North Valley Neighborhood City Hall within 28 hours following the voting. **By 9:00 p.m. Sunday, May 18, 2025**

Certification of Board Selection Results:

The Selection Committee shall certify the Board Selection results as officially valid after six (6) calendar days following the Selection if no written Challenges have been received. **Friday, May 23, 2025**

In the event of a contested Board Selection, the Committee shall certify the Board Selection as officially valid immediately after the resolution of any and all Challenges to the Selection.

RECORD RETENTION

All Board Selection records shall be kept by the Neighborhood Council within a STNC storage area for at least one year following the date of the scheduled Board Selection. Records are open to the public pursuant to the California Public Records Act (CPRA) and available for viewing upon request.

POST-SELECTION TIMELINE

The Selection Committee shall provide the Department with a copy of the Board Selection results on the day the official certified results are released.

The Selection Committee shall hold a debriefing meeting within thirty (30) calendar days following the Board Selection **(by Monday, June 18, 2025)** to evaluate the proceedings. This evaluation shall be written and presented as a Selection Committee report to the Board.

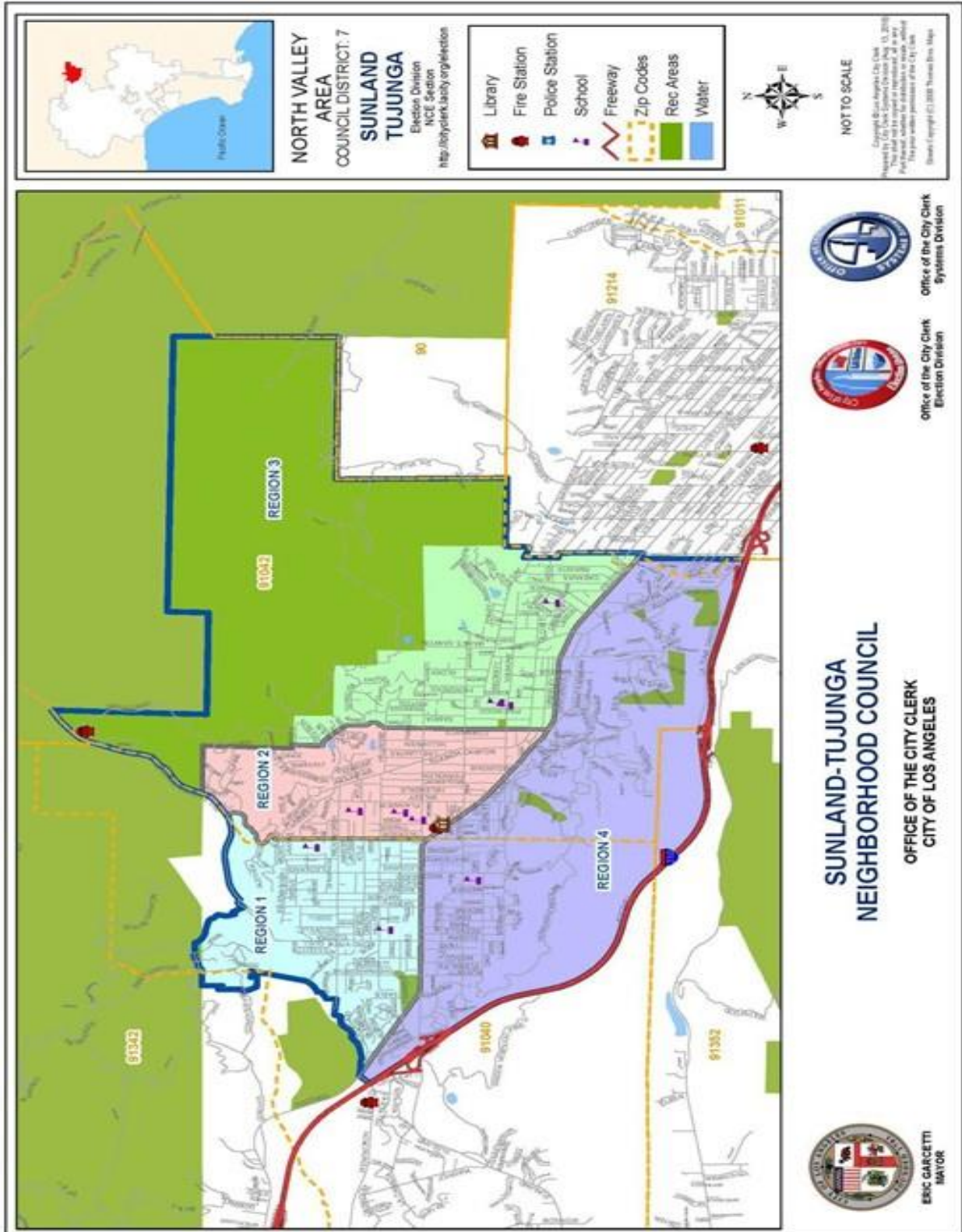
The previously selected Board shall serve until the newly selected Board is installed.

The newly selected Board shall be installed as a group at the July meeting of the **Sunland-Tujunga Neighborhood Council**. The President or Vice President of the outgoing Board shall preside over the installation process. **This would be on Wednesday, July 9, 2025 at 7 p.m.**

STNC Selection Committee and NTP will refer to the City Clerk’s “**2025** Neighborhood Council Election Handbook” for guidance on any policies or issues not covered in these Selection Procedures. These procedures are deemed approved ten (10) days after submittal to the Department of Neighborhood Empowerment unless written notice is given to secretary@stnc.org before that time.

Due to the uncertainty associated with the COVID-19 pandemic and the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted and the Selection process is completed, the Sunland-Tujunga Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments. In the event that an in-person Selection is not allowed in **2025**, a Vote By Mail Selection will be conducted. See Vote By Mail procedures in Attachment E and the STNC's website stnc.org for updated information.

ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



The Sunland-Tujunga Neighborhood Council includes a geographic area that includes in excess of 35,000 residents. **The boundaries include all areas within the City of Los Angeles** described as follows:

- A. Starting at the Intersection of Wentworth St and the 210 Freeway
- B. Northeast along Wentworth St to Foothill Blvd
- C. Northeast along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park.
- D. Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community. Including all city properties in the Tujunga Canyon Region 2 area.
- E. Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- F. Following Ebey Canyon Road until Oro Vista Ave.
- G. Continuing in a straight-line East until the Eastern most property lines of the Riverwood Ranch community.
- H. Continuing South to Oro Vista Ave.
 - I. Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- J. East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- K. Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway.
- L. West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

ATTACHMENT B

2025 Selection Timeline – In Person Voting

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
	12/11/24, 7:00pm	Sunland-Tujunga NC Board meeting to consider 2024 Selection Procedures for approval
S-90	3/3/25	Last day to submit approved 2025 Selection Procedures to Department of Neighborhood Empowerment
S-75	3/1/25	First day to file Candidate Filing Form
S-75	3/3/25	Candidate Filing and Voter Registration Forms made available on STNC website and at Council and Committee meeting
S-75	3/3/25	Selection information posted at STNC posting locations
S-75	3/3/25	Distribute announcements and flyers to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-75	3/3/25	Send e-blast, social media, and other digital outreach
	3/10/25	Last day for community groups to submit membership rosters
	3/12/25	Sunland-Tujunga NC Board meeting
S-30	3/31/25, 11:59pm	Last day to file Candidate Filing Form
S-27	4/3/25	Deadline for Selection Committee/NTP to verify candidates
S-24	4/6/25	Deadline for Selection Committee/NTP to notify disqualified candidates
S-23	4/10/25	Last day to file candidate eligibility Challenges
S-20	4/12/25	Last day for disqualified candidates to request reconsideration
S-18	4/18/25	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
S-17	4/16/25	Deadline to determine ballot order Candidate Forum and Sunland-Tujunga NC Board meeting
S-15	4/15/25, 5 pm	Last day for candidates to withdraw and have name removed from ballot. List of candidates to be released
	5/14/25, 6:30 pm	Candidate Forum and Sunland-Tujunga NC Board meeting
S-7	5/10/25	Last day to submit Candidate Statements
S	5/17/25, 12noon – 4pm	Sunland-Tujunga NC Selection
S+1	5/18/25, 9pm	Deadline to post unofficial Selection vote results at Train Depot
S+3	5/20/25	Last day for Provisional Voters to submit documentation
S+4	5/21/25	Last day to request recount
S+5	5/22/25, 5pm	Last day to file a Challenge to the Selection process
S+6	5/23/25	Deadline for Selection Committee to certify results if no Challenges have been filed*

S+15	6/1/25	Deadline for Selection Committee to rule on Challenges and certify results
	7/9/25, 7:00pm	*New Board seated July STNC Board meeting
S+30	6/18/24	Deadline for Selection Committee to hold debriefing meeting

ATTACHMENT C

Acceptable forms of documentation for candidates and voters for CNC Board seats

At least one form of documentation must show a Sunland-Tujunga street address within the boundaries of the Sunland-Tujunga Neighborhood Council. No P.O. Boxes are acceptable. No store receipts are acceptable. **All Documentation must be valid as of January 1, 2025**. In addition to a photo ID, acceptable forms of documentation for STNC candidates and voters include, but are not limited to:

STAKEHOLDER, all require an address in Sunland-Tujunga. [Sunland zip code 91040 or Tujunga zip code 91042]

- Current CA Driver's License/Identification Card with Sunland-Tujunga street address. If a P.O. Box is listed, additional documentation from appropriate list below must be provided.
- A valid Passport may be used as a photo ID but additional documentation from appropriate list below must be provided.

RESIDENT

- Mail with name and Sunland or Tujunga street address
- Current utility bill (gas, water, cable, etc.)
- L.A. County property tax bill
- Home mortgage statement
- Rental/lease agreement
- Homeowners association (HOA) bill/agreement
- Homeowner or rental insurance

BUSINESS/COMMERCIAL, all require a street address in Sunland or Tujunga

- Badge/identification card from employment in Sunland or Tujunga

- Letter from employer verifying employment in Sunland or Tujunga
- Personal business card
- Current business utility bill
- Mail showing a business name and street address in Sunland or Tujunga
- Commercial mortgage statement or receipt
- Commercial lease agreement or receipt
- City of Los Angeles business license
- L.A. County property tax bill
- Member of Little Landers Historical Society
- Member of McGroarty Art Center

NON-PROFIT, EDUCATIONAL, RELIGIOUS, AND SUNLAND-TUJUNGA COMMUNITY ORGANIZATIONS

- PTSA membership from a school in Sunland-Tujunga
- Students at least 16 or older with ID from a Sunland-Tujunga school
- Letter from a Sunland-Tujunga school showing enrollment or volunteer participation
- Parent showing report card or school ID of child attending a school in Sunland-Tujunga
- Member of a Sunland-Tujunga community or religious organization with proof of membership (personalized letter, ID badge/card, membership roll/list, program with your name, etc.)
- Membership or ongoing participation in Sunland-Tujunga community organizations (*for example*, Rotary, American Legion Post 377, American Legion Auxiliary 377, Elks Lodge 2098, Friends of the Sunland-Tujunga Library, Sunland-Tujunga CPAB/Neighborhood Watch, Riverwood Ranch HOA, Renaissance HOA, Sunland Village HOA), Alpine Meadows HOA, Tujunga Canyon Village HOA, Tujunga Canyon Court HOA, Royal Vista Court 2 HOA, 10010 Tujunga Canyon HOA, Oak Hollow Community HOA, Greeley Terrace HOA, Greeley Regency HOA, Foothill Toastmasters, Sunland-Tujunga Churches all of the above with Sunland-Tujunga address.

ATTACHMENT D

Duties of the Selection Administrator

The Selection Administrator, who is the Neutral Third Party (NTP), in coordination with the Selection Committee of the Sunland-Tujunga Neighborhood Council (STNC), shall be responsible for the following duties:

- Conducting the STNC Selection according to the STNC Bylaws, **2024** Selection Procedures and any other applicable legal documents.
- Processing Candidates, including verification of eligibility.
- Processing Voters, including verification of eligibility as applicable.
- Distributing and receiving ballots from the Voters on Selection Day.
- Verifying any provisional ballots.
- Counting all ballots.
- Issuing Selection results.
- Securing and submitting all Selection materials for record retention in accordance with the Selection Procedures.
- Other duties as necessary to conduct the Selection and finalize results.
- Facilitate viewing of Selection records upon request per the California Public Records Act (CPRA).