

**TO: APA California Board of Directors**

**FROM: Pete Parkinson, AICP, Past-President**

**DATE: June 15, 2019**

**SUBJECT: Updated Chapter Election Policy & Procedure**

The Chapter last updated its Elections Policy and Procedure in 2014. Since then we have started using APA National’s consolidated (and largely automated) election process for Chapter elections. This change required various conforming changes throughout the document. Other recommended changes reflect our actual election practices over the past several cycles. Additional non-substantive changes are recommended to improve clarity.

The noteworthy changes are listed below, with several highlighted as a “Board Policy Call.” Several of these policy calls are related to our process for enforcing and following up on alleged violations of our election policy. These changes are necessitated by elimination of the Elections Committee, which is redundant with activities now handled by National. However, there could be more than one way to address this change, so these items require board discussion. The rest of the “policy call” items are related to the perennial difficulties we have in getting members to participate in the election process, either as committee members or candidates. These recommended changes allow more flexibility, but again, there is more than one way to address these issues.

Two versions of the updated Policy & Procedure are attached. A clean version and a redline. The clean version will be much easier to read, but the redline is there for those who want to see everything that has changed. Note that in the redline, some changes that show as deleted are actually relocated elsewhere in the document.

**Preamble**

* Added mention of National consolidated election process
* Deleted paragraph regarding bio and position statements since that is covered elsewhere
* Moved discussion of Leadership Development & Recruitment session here rather than later
* Added mention of Chapter’s Diversity and Equity goals as relates to the election process

**1.0 – Elections**

* Added: Chapter will use National consolidated election process; CPF and CPR may use this system if they so choose
* Added: ad hoc process if National process unavailable for any reason
* **Board Policy Call:** Nominating Committee revised: Up to 6 members (no minimum) with at least one who has never served in statewide office; appointed by December 31 each year
* Various conforming changes to correspond with use of National system
* Clarify Nominating Committee role to review “background, leadership capabilities & position statements of candidates relative to roles and responsibilities of the position”
* Changed Nominating Committee fact-checking of candidate statements to “where necessary” rather than an implied requirement
* Deleted prohibition on Nominating Committee discussing candidate slating via email
* **Board Policy Call:** Section 1.2.1, 4th bullet, changed objective to slate “at least two” candidates to “slating two qualified nominees”
* **Board Policy Call:** Deleted requirement that president-elect candidates must have previously served as voting member of board
* **Board Policy Call:** Changed provision limiting Board members to two consecutive terms in a combination of offices to two consecutive terms in the same office
* Deleted Election Committee since Chapter no longer oversees the election process itself
* Changed training conference call for candidates to optional rather than mandatory
* **Board Policy Call:** Changed to have Past President/President elect to oversee standards of election conduct rather than now-defunct Elections Committee; alleged violations not resolved are forwarded to Chapter President, who may appoint a subcommittee of the Board to investigate further and impose disciplinary action.
* **Board Policy Call:** complaints of alleged violation by members will go to Exec Director (as before) for investigation; change is that Chapter President, rather than election committee, may dismiss where allegation is unsupported, or may appoint subcommittee for further investigation/action
* **Board Policy Call:** With elimination of Election Committee, subcommittee (if appointed) will have authority to censure confirmed violation; Chapter Board would have to act to take stronger action, i.e., removal of candidate from ballot or invalidation of election results. Potential violation of AICP Code of Ethics referred to AICP Ethics Officer
* Eliminated Teller Committee since Chapter will not handle ballots

**2.0 Petition Candidates**

* Past-president/president-elect certifies petition candidates, instead of Election Committee

**3.0 Other Issues**

* “Election season” starts with appointment of Nominating Committee
* Minor clarifying changes to 3.4.2 re advertising
* Deleted sections on ballots and voter eligibility since Chapter does not have a role in those matters
* Changed Section 3.3.4 to clarify that members of the nominating committee cannot endorse candidates, not merely the committee itself

**Appendices**

* Appendix 1: Opening paragraph revised to delete implied “mandatory” nature of the guidelines
* Appendix 5: Revised as a “Typical” schedule with approximate dates included and revisions needed to conform with National schedule

Attachments (2)