Open for public comment. Fourteen day public comment period begins September 16, 2022.

Please send public comments to: [Melinda.Bloom@seattle.gov](mailto:Melinda.Bloom@seattle.gov)

Please call 206-684-0228 with questions.

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| DON |  | Director’s Rule 2-2022 |

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| **Agency:**  City of Seattle  Department of Neighborhoods | Page 1 of 2 | **Supersedes:**  N/A |
| **Publication:**    TBD | **Effective:**  For 2022 calendar year |
| **Subject:**  Establishing process and timeline for conducting 2022 member elections for the Ballard Avenue Landmark District boards. | **Code and Section Reference:**  SMC 25.16.040 | |
| **Type of Rule:**  Code Interpretation and Procedures | |
| **Ordinance Authority:**  SMC 25.16.040 | |
| **Index:**  SMC 25.16.040 | Approved Date \_\_\_\_ \_\_\_\_ Sarah Morningstar, Acting Director Department of Neighborhoods | |

**BACKGROUND**

[SMC 25.16.040](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT25ENPRHIPR_CH25.16BAAVLADI_25.16.040BAAVLADIBOREEM) directs DON to administer board member elections annually for the Ballard Avenue Landmark District (BLD) according the district’s adopted Rules & Procedures.

The district’s adopted Rules & Procedures involve significant in-person contact to carry out required election activities. Therefore, 2020 elections were postponed due to health and safety considerations related to the Covid-19 pandemic. 2021 elections were conducted exclusively by USPS mail as outlined in DON Director’s Rule 2-2021 as the Covid-19 pandemic was ongoing.

The BLD currently has three board positions that require replacement. [SMC 25.16.040](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT25ENPRHIPR_CH25.16BAAVLADI_25.16.040BAAVLADIBOREEM)  authorizes the DON Director to modify adopted Rules & Procedures, including guidance pertaining to the board member election process.

**MODIFIED ELECTIONS IMPLEMENTATION PLAN AND TIMELINE**

DON has developed the following implementation plan that will apply temporarily to the board elections in 2022. This plan addresses the requirement to hold annual board member elections in BLD and adheres to the timelines for noticing, nomination periods, and registration periods outlined in the adopted Rules & Procedures.

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| Due Date | Task |
| October 1 | Publicize, post, and mail notices of election and nomination period |
| October 18 | Nomination period closes |
| October 18 | Voter registration period closes |
| October 19 | Mail ballots reflecting nominees and their bios to all registered voters |
| November 1 | Election Day (ballots must be received by DON by this date) |
| November 3 | Distribute results to candidates and media outlets |
| November 8 | Challenge window closes |
| November 15 | Conduct runoff election in the event of a tie |
| November 22 | Conduct additional election in the event of a substantiated election challenge |
| December 1 | Send appointment forms to Clerk’s Office if no challenge received |

**MODIFIED ELECTIONS PROCEDURE**

Board member election procedures for BLD will be temporarily modified for the 2022 calendar year. The modification will consist of voting exclusively by US Postal mail rather than in person. This rule will be in effect for the duration of the 2022 election process. Thereafter, the District will revert to its prior adopted Rules & Procedures unless modified by rule or ordinance.