Open for public comment. Fourteen day public comment period begins September 15, 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 1-2022 |

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| **Agency:**  City of Seattle  Department of Neighborhoods | Page 1 of 2 | **Supersedes:**  N/A |
| **Publication:**    September 15, 2022 | **Effective:**  For 2022 calendar year |
| **Subject:**  Establishing process and timeline for conducting 2022 member election for the International Special Review District board. | **Code and Section Reference:**  SMC 23.66.020 &  SMC 25.16.040 | |
| **Type of Rule:**  Code Interpretation and Procedures | |
| **Ordinance Authority:**  SMC 23.66.020  SMC 25.16.040 | |
| **Index:**  SMC 23.66.020 &  SMC 25.16.040 | Approved Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sarah Morningstar, Acting Director Department of Neighborhoods | |

**BACKGROUND**

[SMC 23.66.020](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT23LAUSCO_SUBTITLE_IIILAUSRE_CH23.66SPREDI_SUBCHAPTER_IGEPR_23.66.020SPREBO) and [SMC 25.16.040](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT25ENPRHIPR_CH25.16BAAVLADI_25.16.040BAAVLADIBOREEM) direct DON to administer board member elections annually for the International Special Review District (ISRD), according to the district’s adopted Rules & Procedures.

ISRD-adopted Rules & Procedures involve significant in-person contact to carry out required election activities. The 2020 election was postponed and the 2021 election was conducted by mail due to health and safety considerations related to the Covid-19 pandemic.

The ISRD Board has two elected seats that have terms ending on November 30, 2022. [SMC 23.66.020](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT23LAUSCO_SUBTITLE_IIILAUSRE_CH23.66SPREDI_SUBCHAPTER_IGEPR_23.66.020SPREBO) and [SMC 25.16.040](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT25ENPRHIPR_CH25.16BAAVLADI_25.16.040BAAVLADIBOREEM)  authorize 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 to the board elections in 2022. This plan simultaneously addresses the requirement to hold annual board member elections, adheres to the timelines for noticing, nomination periods, and registration periods outlined in the adopted Rules & Procedures, and prioritizes community health and safety amidst the ongoing Covid-19 pandemic. This Director’s Rule also adheres to the existing rules for voter eligibility and registration requirements.

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| By September 30 | Publicize, post, and mail notices of election and nomination period |
| September 26 - October 14 | Host at least two in-person voter registration events |
| October 14 | Voter registration period closes |
| October 18 | Candidate nomination period closes |
| October 24 | Mail ballots reflecting nominees and their bios to all registered voters |
| November 15, 2022 | Election Day (ballots must be received by DON by this date) |
| November 16-18 | Post ballot returns on DON Historic Preservation website |
| November 22 | Challenge window closes at 5 PM |
| November 23 | Distribute results to candidates and media outlets |
| November 29 | Conduct runoff election in the event of a tie |
| December 4 | Send appointment forms to Clerk’s Office if no challenge received |

**MODIFIED ELECTIONS PROCEDURE**

Board member election procedures for the ISRD 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, each District will revert to its prior adopted Rules & Procedures unless modified by rule or ordinance.