



The City of Seattle

Ballard Avenue Landmark District Board

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ELECTION PROCEDURES FOR THE BALLARD AVENUE LANDMARK DISTRICT BOARD

(These procedures supersede those filed with the City Comptroller on November 9, 1978, and are to be appended to the Procedures and Bylaws of the Ballard Avenue Landmark District Board adopted in accordance with the provisions of Ordinance 105462.)

NOTICES

Notices of the nomination period and the election will be published by the Director of the Department of Neighborhoods no less than eight weeks prior to the scheduled election date by advertising or notices in the City's official newspaper, the Daily Journal of Commerce, and by release of information to appropriate local media outlets. The notice shall also be posted in ten places in the Ballard Avenue Landmark District.

NOMINATIONS

Nominations for the vacant positions on the board will be taken by way of a nomination form provided by the Department of Neighborhoods.

Nominations should be accompanied by a written statement of consent from the nominee unless the person is nominating themselves. Since nominations are open, no write-in votes will be permitted.

ELECTIONS

The election date will be announced in the notice of the election. Voting will occur exclusively by ballot returned by mail. Ballots will be distributed to registered voters no less than four weeks prior to the scheduled election date. Ballots must be received by the Department of Neighborhoods by 5:00 pm on the date of the election in order to be included in the vote count.

Eligible voters must be of 18 years of age or over, and there shall be only one vote per eligible voter.

PRE-REGISTRATION

Pre-registration shall be required. A registration list shall be kept on file by the Department of Neighborhoods. The registration list shall be permanent.

Eligible voters may pre-register at any time of the year except for the two weeks prior to the election. Eligible voters registering within the two-to-four-week time period prior to the election will be provided a ballot after their registration is received.

VOTER ELIGIBILITY

Eligible voters shall be one of the following and must have registered to vote at least two weeks prior to the election.

1. Property owners in the district are defined as:

- a. Individual owners: spouses may vote under the community property laws of the state of Washington.
- b. Partnerships: all general partners may vote, but not limited partners.
- c. Corporations: two officers may vote.
- d. Trusts and estates: an administrator or executor may vote, but there shall only be one vote per trust or estate.

2. Business persons are defined as those individuals, tenants, partnerships, corporations, or trusts and estates who own, manage, or operate a business which is physically located in the district. Eligibility for voting is the same as indicated in 1.a.-1.d. above.

3. Residents are defined as those persons who live within the boundaries of the district.

Voters will be asked to provide the category of eligibility for voting and the address of their district residence, business, or property owned. There shall be no vote by proxy.

COUNTING

At the end of the voting period, the director or their designee, in conjunction with a person from the district who is neither a candidate nor a board member, will count and record the results of the voting. The results of the election will be announced at the end of the tabulation period and a notice of the results will be posted at the Ballard Customer Service Center and local media outlets. The posted results of the election shall be final unless a challenge to the election is filed with the director within seven days following the election date.

In case of a challenge, the director or their designee shall investigate the merits of the challenge and, if affirmed, the total of invalid votes shall be deducted from the tally of votes accorded to the winner of each election. In cases where the outcome of the election is changed, a new election for those positions shall be held in the sixth week following the original election.

In the case of a tie vote, a run-off election shall be scheduled to occur five weeks following the original election. The run-off shall be limited to those tying in the race for a position. All procedures and rules for the election shall apply to elections held to resolve tie votes and successful challenges except that notification of these elections shall be limited to the local press and the posting of ten notices within the district.

RECORDS

The registration lists, ballots and tabulation will be maintained in the confidential files of the director for a period of one year following the election.