

International Special Review District Board Election Procedures

*Amended September 12, 2016, October 25, 2012, July 9, 2001; September 19, 2000, July 9, 2001
(Replaces Amended Election Procedures adopted September 12, 2016)*

ISRD 124/23

The following procedures shall be used for conducting annual elections of members to the International Special Review District Board:

Notices, voter registration forms, ballots, voting procedures, and election procedures shall be multilingual with text in languages appropriate at the time of the scheduled election (such as English, Chinese, or Vietnamese).

Date of Election

The annual election of members to the International Special Review District (ISRD) Board shall be scheduled for the third Tuesday of November.

Notice

Notices of the nomination period and election shall be issued by the Director of the Department of Neighborhoods no less than 45 days prior to the scheduled date of the election. Efforts shall be made to inform all residents, property owners, business owners, Tongs, family associations and community organizations located within ISRD boundaries. Notices shall be posted in a minimum of ten locations in the District, including the community bulletin boards and International District/Chinatown branch library. English language notices shall be released to the City's official newspaper, the Daily Journal of Commerce, and notices shall also be released to the appropriate community newspapers. Notices shall include language about the voter registration requirement for voting.

Nominations

Nominations for the appropriate positions on the Board shall be taken by way of submitting completed nomination forms to the Department of Neighborhoods. Forms can be sent by mail to: PO Box 94649, Seattle, WA 98124-4649 or dropped off in person at: Seattle City Hall, 600 Fourth Ave., 4th floor, no later than on the Tuesday four weeks prior to the election.

Nominees and nominators may obtain nomination forms from the Department of Neighborhoods or download a copy from the website.

Eligible persons may be nominated for one position only. The Director or his or her designee shall certify that the nominee is eligible to run for the selected position within the criteria of the District enabling ordinance.

To allow a high degree of visibility for the upcoming election a notice will be published in local newspapers to announce the election.

Election – mail-in voting

Ballots shall be cast *by mail* and **received by the Department of Neighborhoods no later than 5 PM on**

election day. Ballots and election information will be sent to all registered voters prior to the election. Ballots received by the Department of Neighborhoods after the election date will not be counted.

Assistance on the day of the election

On the day of the ISRD election DON Staff will have availability in the District to answer questions and provide assistance on the day of the election. The location and hours of availability will be noticed in advance. Interpretation in Cantonese, Mandarin and Vietnamese will be available. City Staff may serve as translators.

Language Access

The election notice, ballot, voting instructions and candidate biographies will be translated into Simplified Chinese and Vietnamese

Voter Registration

Voter registration shall be required. A registration list of eligible voters shall be kept permanently on file in the Department of Neighborhoods. It is not necessary for an eligible voter to register every year unless his or her voting category or address changes. Eligible voters may register by filling out a registration form and submitting it to the Department of Neighborhoods at any time of the year except for thirty (30) days prior to the election and thirty (30) days prior to any run-off election. A voter who was not registered to vote in the election cannot vote in the run-off election.

Registration Requirements

Each registrant will be asked to provide the following:

- *His or her name (printed and signature);*
- *Category of eligibility for voting (property owner, business operator, employee, or resident);*
- *Address qualifying voter eligibility;*
- *Phone number;*
- *Email address; and,*
- *Proof of one of the following forms of valid photographic identification*: driver's license, photographic identification card, passport, or permanent resident card.*

Any person registering as an "employee" shall provide a photocopy of one of the following:

- *Recent paycheck stub*, or*
- *W-2 form*, or*
- *Verification of employment by his or her employer on an Employment Verification Form with City of Seattle letterhead. The Employment Verification Form does not replace the need for a voter registration form or photographic identification. Employment Verification Forms may be downloaded from the [ISRD website](#) or mailed upon request. One employer may have one list of all eligible employees who wish to register.*

**Staff will hold two voter registration drives in the neighborhood prior to the voter registration deadline for each election. Staff is also available, year-round by appointment, to meet with potential registrants in person to review documentation. If a photocopy is provided by mail, staff will return documentation to you. A copy will not be retained on file with the Department of Neighborhoods.*

All voter registration forms must be filled out completely with the appropriate attachments as specified

above. Failure to include all requested information prior to the voter registration deadline may result in an invalid registration and ineligibility to vote during the election. Registrants who submit an incomplete voter registration form will be notified and will have until the voter registration deadline to complete their forms. Those who submit a registration form but do not qualify under one of the eligible categories (see "Voter Eligibility") will be notified of their status. Determination of eligibility shall be made by Staff. Voter registration forms may be downloaded from the [ISRD website](#) or mailed upon request.

Voter Eligibility

Voters must be 18 years of age or over. There shall be only one vote per eligible voter. Eligible voters must meet at least one of the following categories of eligibility:

1. Property owners

Those individuals, partnerships, associations, corporations or trusts and estates who own property which is physically located within the boundaries of the District.

- a. *Individual Owners*: Both spouses may vote under the community property laws of the state.
- b. *Partnerships*: A maximum of four (4) general partners may vote. Limited partners cannot vote.
- c. *Corporations*: A maximum of four (4) officers may vote.
- d. *Trust and Estates*: An administrator or executor may vote but there shall only be one voter per trust or estate.
- e. *Family Associations*: A maximum of four (4) officers may vote.

2. Business persons

Those individuals, tenants, partnerships, associations, corporations or trusts and estates who own, manage, or operate a business which is physically located within the District. Eligibility is the same as indicated in 1.a. through 1.e. above.

3. Employees

Those individuals whose place of employment is physically located within the District. Employees of businesses, firms, companies, and organizations with more than one location (one physically located within the District and one or more outside the District) are eligible to vote only if the employees have a physical office or space and actually work in the District location. Volunteers are not considered employees. Persons who work in organizations or businesses that identify with the District but do not have an office or space that is physically located in the District's boundaries, are not eligible to vote.

4. Residents

Those individuals whose primary residence is within the boundaries of the District.

Ballots

Ballots, candidate biographies and an addressed, stamped return envelope will be mailed to all registered voters. Ballots will be uniquely coded to ensure that only one ballot is counted per registered voter.

Ballot tabulation

After 5 PM on the day of the election, the Director or his or her 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 tabulation period will be open to the press and to one representative of each candidate for

observation purposes only.

The following rules shall apply when counting ballots:

If a voter chooses more than one candidate for the same position, then the vote shall not be counted for that position only. Any mark in the box provided shall be considered a vote for the corresponding candidate unless the voter indicates that the mark is an error.

If two ballots are received with the same unique code assigned to that individual ballot, that ballot will not be counted.

The results of the election will be announced at the end of the tabulation period and a notice of the results will be posted on the ISRD website under the Election tab. If a candidate has won the election by a margin of five percent (5%) or less, then an automatic recount shall immediately follow.

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. During this period, the voting register will be subject to public inspection. Any person may challenge the eligibility of a person named on the register by submitting a letter stating whom is being challenged and why. Such challenge shall be investigated and if that challenge is affirmed, then the vote shall not be counted. If any voter is determined to be ineligible, then the ballot of the ineligible voter will be removed and all the ballots will be recounted. The investigation shall consist of written notification to the challenged voter requesting proof of eligibility such as (but not limited to) a driver's license, photographic identification card, passport, recent paycheck stub, W-2 forms, Employment Verification Form, cancelled rent checks, utility bills, etc. The final tally shall be made by the Director or his or her designee and a member of the District who is neither a candidate nor a Board member. The results of the election shall be posted at the polling place after the challenge period has ended and after any investigation and recount are completed, if necessary.

Ties

In the case of a tie vote, a run-off election shall be scheduled. The run-off shall be limited to those tied in the race for a position and shall be scheduled to occur within fourteen (14) days of the original election, unless there is a challenge. In the event of a tie resulting from a ballot recount after a challenge, a run-off election shall be held within fourteen (14) days after the challenge has been affirmed. All other procedures and rules for the election shall apply to the run-off except that notification of the run-off may be limited to the local press and to actual voters in the election.

Records

Registration lists, ballots, tabulation sheets and other materials of the election are available for public viewing shall be maintained in the files of the Department of Neighborhoods for a period of one year following the election.

Hereby authorized in accordance with Seattle Municipal Code 23.66, as amended.



Jenifer Chao, Interim Director Department of Neighborhoods
(These procedures were filed with the City Clerk on 10/02/23.)