

FAR WEST SIDE AREA COMMISSION SELECTION RULES

SELECTION DATE:

The "initial" annual selection for members of the Far West Side Area Commission shall be held during the month of August, only if seven or more petitions are filed. If six or fewer petitions are filed no election will be held. All future selections will follow Article VIII, Section 4 of the Bylaws.

Polling locations and times shall be announced no later than the July full Commission meeting.

ELECTIONS AND APPOINTMENTS COMMITTEE:

The Government and Legislation Committee (hereafter identified as the committee) shall have all necessary authority to conduct the selection process in its entirety, including the counting of ballots.

The committee and its Chairperson shall be appointed by the Chairperson of the FWSAC.

Candidates for selection to the Commission shall not be members of polling staff in the year in which their names shall appear on the ballot for election.

CANDIDATE QUALIFICATIONS:

Each candidate shall be eighteen years of age or older.

Each candidate must be a City of Columbus resident within the Far West Side Area, as described in section 3111.22 of the Columbus City Code at the time the individual commences circulation of their nomination petition.

Each candidate to be placed on ballot must file a nomination petition, completed pursuant to the requirements set forth below, for candidacy with the Committee at least thirty calendar days prior to the selection date.

Candidates in this non-partisan selection are not required and, in fact are encouraged NOT, to declare any party affiliation.

Candidates need not be registered voters on the rolls of the Franklin County Board of Elections.

WRITE-IN CANDIDATES:

Write in candidates are not permitted.

PETITIONS:

Each candidate petition must be signed by at least twenty-five (25) persons, eighteen years of age or older, and residing in the City of Columbus within the Far West Side Area.

Each candidate of a petition must complete and execute the affidavit agreeing to compliance of selection rules of bylaws prior to its submission to the Committee.

Petitions shall be available at least sixty (60) calendar days prior to the selection date.

Candidates will be notified of the certification of their petitions within seven days after the date petitions must be submitted to the committee.

Annual appointed seats for the following year may be filled by the current Commission through the appointment process at the regular September meeting or as needed through a vacancy.

SELECTION COMMITTEE DUTIES:

The duties of the committee shall be as follows:

1. Choosing a headquarters location and equipping the site for the committee.
2. Devising the petition form and any other necessary procedural information and arranging for its reproduction and distribution to candidates for Commissioner.
3. Certifying the submitted petitions for number of valid signatures, residency in the FWSAC area, notifying the candidate of petition certification, and making a public announcement of the certified candidates.
4. Determining the number of polling places.
5. Choosing the location of polling places.
6. Determining the polling hours.
7. Devising the form and arranging the reproduction of the ballots.
8. Enlisting and assigning volunteers to staff the polling places.
9. Obtaining and distributing equipment and supplies required in the polling place.
10. Making final determination of challenges regarding the eligibility of candidates, eligibility of voters, cast ballots, and all other questions arising during the selection process.
11. Making all other necessary and appropriate arrangements and determinations with respect to the nomination and selection process.
12. Choosing the selection date.
13. Arranging for at least two non-commission members to be present as observers during the tabulation of ballots.

VOTER QUALIFICATIONS:

Each voter must be eighteen years old or older.

Each candidate must be a resident of the City of Columbus residing in the Far West Side Commission Area.

The voter need not be registered voters on the rolls of the Franklin County Board of Elections.

Each voter must present written evidence of identification and current place of residence to a polling staff member prior to receiving a ballot.

No voter shall cast more than one ballot.

POLLING STAFF:

The polling staff for each polling location shall consist of at least two Far West Side Commission Area residents chosen by the Committee. These residents must live within the Far West Side Commission Area at the time of the selection.

The polling staff member shall require evidence of voter qualification, including name, address, and age in advance of ballot distribution.

The polling staff member shall keep a register of voters' names and addresses at the respective polling location and shall deliver completed registers to the Committee at its headquarters at the same time the ballots are delivered.

The presiding member of the staff of each polling location shall be designated by the Committee prior to the selection date and the Committee shall set forth the authority of each presiding member.

CAMPAIGN PROCEDURES:

Campaigning within one hundred feet of any entrance to a polling site is prohibited.

It is the candidate's responsibility to remove any poster, flyers, or other campaign materials within forty-eight hours following the selection.

BALLOTS:

The total number of ballots reproduced shall be recorded by the committee.

Each ballot shall contain a list, headed by "Vote for Not More Than "#" Names" of candidates certified by the Committee as having been properly nominated. Preceding each name shall be "(_____)" in which voters may place a mark indicating their selection. # = Number of open seats

The order listing of candidate's names on the ballot shall be listed alphabetically.

No political party or organizations, other than the FWSAC, shall be named on the ballot.

BALLOT TABULATION:

The tabulation of ballots shall be done by the Committee at its headquarters immediately following the close of the voting and transportation of the ballots to the headquarters.

Each candidate or a designated agent for that candidate may be present at the ballot tabulation.

Results of the ballot tabulation shall be presented by the Committee to the Commission at its next full meeting after the selection date for certification. Notice of ballot certification shall be forwarded to the Office of the Mayor no later than ten days after the certification of results or the resolution of all challenges, whichever is later.

RESULTS:

The candidates receiving the most votes cast shall be declared winners, providing they have met all qualifications. All positions filled are subject to the requirements contained in Article IV of the FWSAC bylaws.

Appointed seats shall be filled pursuant to Article IV Section 2 of the FWSAC with one seat being filled annually. Vacant Seats due to resignations or removal of a commissioner from the office shall be filled pursuant to the Bylaws Article IV Section 7.

In the event of a tie, follow Article IV procedures.

SECURITY OF BALLOTS:

Each ballot shall be deposited immediately in the sealed ballot box at the polling location.

Ballot boxes shall remain sealed until delivered to designated headquarters location and counting begins.

Counting shall begin after all ballot boxes and their register of voters' names and addresses are delivered by a polling staff member to the committee at its headquarters.

All ballots shall be placed in a container after the counting has been completed.

CHALLENGES:

Any challenges to the selection procedures or the selection results must be made in written form to the Government and Legislation Committee Chairperson, Commission Chair, or the Commission Liaison no more than seventy-two hours after the tabulation of results. The committee shall make every effort to

resolve all challenges within thirty days of receipt of the written challenges.

COMPLIANCE:

Material non-compliance of these selection rules by any candidate as determined by the Government and Legislation committee will result in disqualification.

Any candidate disqualified prior to vote will be stricken from the ballot.

Vacancies created by candidate disqualification after voting shall be filled pursuant to the Bylaws Article IV, Section 7.

APPOINTMENTS:

- A. The Committee shall adhere to the FWSAC bylaws regarding the composition of the Commissioner seats.
- B. The Committee shall determine applicant eligibility based on the type of Commissioner seat, completeness of applications including nominating petitions, and who is ineligible to serve due to death, withdrawal of candidacy, lack of residency, or other reason in violation of the FWSAC bylaws or rulings by the Mayor or City Attorney.
- C. If the number of eligible appointment applicants that align with the parameters set forth in the FWSAC bylaws Article IV, Section 2 or Section 7 is less than or equal to the number of appointed Commissioners with expiring terms or resignation(s) or less than or equal to the number of vacant elected Commissioner seats, the eligible applicants shall be considered to be appointed. No vote by the FWSAC will be required.
- D. If one or more appointed seat(s) remain(s) vacant after filling seats through Section C above, the Committee shall determine if any previously submitted applications meet the eligibility criteria for the remaining vacant seat(s). If so, the Committee shall follow the Rules beginning with Section E below. If not, the Committee shall conduct outreach to solicit appointment applications.
- E. If there is more than one applicant for each type of Commissioner seat (vacancy, public schools, etc.) to be filled, the subcommittee shall review the applications for each type of seat and rank them in order of preference.
- F. The Committee may interview applicants if appropriate. If interviews are conducted, two Committee members shall be present and the same questions shall be asked of each applicant by the two Committee members.
- G. The Committee shall discuss the results of the ordering, any interviews, and vote on which applicant(s) shall be recommended for nomination to the FWSAC.
- H. If a Commissioner vacancy occurs that is required by the FWSAC bylaws to be filled within sixty (60) days, the Committee shall meet within two (2) weeks of the vacancy announcement to review the previously submitted appointment applications, determine which applicant(s) align with the FWSAC bylaws Article IV, Section 2 and Section 7 requirements for this type of vacancy and vote to recommend an applicant for appointment. The Committee shall present its recommendation to the FWSAC at its next regular meeting for an approval vote.
- I. Before the Committee certifies the appointment nomination results, it shall disqualify an applicant who is ineligible to serve due to death, withdrawal of application, lack of residency, or other reason in violation of the FWSAC bylaws or rulings by the Mayor or City Attorney. If an applicant who is recommended by the subcommittee is disqualified, the subcommittee shall recommend another applicant taken from 1) the next currently preferred applicant or if none, then 2) a previous preferred applicant.
- J. Following the FWSAC approval vote, the Committee shall certify the appointments.