



2011 APA California Election Policies and Procedures

FINAL DRAFT

Annotated February 4, 2011 — Dan Wery, after committee call

With Hanson Hom's Comments February 8, 2011

Reflects Committee Input (Kurt Christiansen, Hanson Hom, Dan Wery), additional board
comment received through review period (Linda Tatum, Kevin Keller, Virginia Viado,
Dave Snow)

2011 APA California Election Policies and Procedures

The APA California nominating committee is pleased to consider you as a possible candidate for Board APA CA elections. The following information will explain the election process and the steps that must be taken to be considered by the Nominating Committees. Our intent is to create a level playing field for candidates in the election process.

Opportunities for candidates

All newly elected Chapter Officers take office on January 1, after the election results are announced. All Vice Presidents and Representatives will serve two-year terms through the December 31. Each president-elect will serve one year in that office, two years as president, and one year as past-president. The following is the election cycle for the Chapter Officer

- Even Years** Vice President for Policy and Legislation
Vice President for Professional Development (Must be AICP)
Vice President for Conferences
Planning Commissioner Representative (Must be serving as a Planning Board Official when elected)
- Odd Years** President-elect (Must have served as a voting APA CA Board Member)
Vice President for Public Information
Vice President for Administration

Candidates are welcome from any Section within the State. To run for an APA California Board Office, you must have been a member for at least one year upon the date you would assume office if elected. More information on eligibility appears below.

The following materials must be returned to Kurt Christiansen, AICP, APA CA Past President, by May 6, 2011. Please e-mail the information to kchristiansen@ci.azusa.ca.us or fax to 626-334-5464.

- *Position Statement*: Please submit a position statement prepared in accordance with the “Guidelines for Writing Background/Experience and Position Statement (Appendix 1 to the Policies and Procedures).” Please note that should you be nominated, this statement will be published on the website on July 1, 2011, and will be sent with the electronic ballot in October 2011.
- *Eligibility Form (Appendix 2 to Policies and Procedures)*: Please complete and return the eligibility form via e-mail or fax. The form asks you to identify the office for which you wish to be considered, and to make a personal commitment to serve, if elected.
- *Agreement to Abide Form (Appendix 3 to Policies and Procedures)*: Please sign and return the agreement form via e-mail or fax after you have read both the “Guidelines for Writing Background/Experience and Position Statements” and the “APA California Chapter Elections Campaign Policies and Procedures”.
- *Commitment to Serve Statement (Appendix 4 to Policies and Procedures)*: Please sign and return agreement below.

You are encouraged to focus your statement on issues and ideas affecting the future of the organization. To assist you in preparing your statement, please refer to the APA CA Chapter Strategic Plan, available at www.calapa.org

Optional materials

- *Photographs*: Candidates for office may submit, by June 17, 2011, a recent photograph to be published with the position statement. Please refer to the “Campaign Policies” Section 4.2 for details.
- *Supplemental materials*: If the nominating committee determines that it requires information or materials not mentioned above, it will ask you for them. Unsolicited additional materials and phone calls to nominating committee members are ~~to be avoided~~ strictly prohibited.

Nominating Committee action

The Committees’ work will have two distinct phases. ~~Until May 6~~ Early in the year, the Committees’ major task will be to encourage a wide variety of candidates to apply. After the deadline, the Committees will evaluate the applications to identify those who meet the highest standards of leadership ability, integrity, judgment, competence, and personal commitment. Two candidates will be nominated for each position, unless only one qualified application is received for a position. Additional criteria considered by the Committees are listed in the “APA Elections Policies and Procedures”, in Section 1.1.3.

The Chair of the Nominating Committee ~~You will be notified by 2~~ of the Nominating Committees’ actions ~~in late November~~ June. If you are not selected by the Nominating Committee of APA, you may seek to become a candidate by petition. Information regarding the petition process will be posted on the web ~~site by July 1~~. See Section 3.0 in the Policies and Procedures for details.

Members of the 2011 APA Nominating Committee

Kurt Christiansen, AICP, Chair;
Committee Member 1;
Committee Member 2;
Committee Member 3; and
Committee Member 4.

If you have any questions on the APA nomination process, please feel free to contact Kurt Christiansen, AICP, California Chapter, Past President, at kchristiansen@ci.azusa.ca.us or 626-812-5236.

ELECTION POLICIES AND PROCEDURES

American Planning Association

American Institute of Certified Planners

NOTE: These policies and procedures supplement Section 7 of the APA California Bylaws, and the Election Policies and Procedures adopted by the Board in 2011.

(Adopted 2011)

Preamble

This document describes the election policies and procedures of the American Planning Association California (APA CA), which were adopted by the APA Board of Directors in 2011. It is the intent of the organization to have a dignified professional election process designed to provide the members a diversity of choices, educate them as to the positions of the candidates, and allow them to make informed choices about the future of their organization.

Potential candidates for APA CA office should submit their Biographical Background and Position Statement to the Nominating Committees. Potential candidates and all members actively involved in the election process are encouraged to focus on issues and ideas affecting the future and betterment of the organization. Potential candidates who are not slated as nominated candidates will have the option of seeking to become petition candidates.

These policies and procedures are designed to ensure a process of candidate nomination and election process that encourages and considers all members who have an interest and potential for Chapter leadership to consider interested in running for office, and those the Nominating Committees and other members consider to have potential for Chapter leadership, and to The policies and procedures also serve to encourage members to become informed about the positions of the candidates and to vote for those that they believe will provide the appropriate vision and leadership for to achieve their image of the future of the organization.

1.0 - Elections

1.1 - Nominating Committee. The Nominating Committee will consist of a minimum of five (5) members (with a proposal to have a minimum of 5 members and a of, and a maximum of 9 members, with an emphasis of including representation from each Section, a member for each section.) (propose to increase to 9) people Membership shall include, including the APA CA Chapter President Elect or Immediate Past President and a minimum of four (4) additional members (would like to propose a Bylaw amendment that allows for 1 committee member from each section, plus the Committee Chair) as provided in the APA CA Bylaws. The Nominating Committees will be appointed by the APA CA Chapter President and shall establish an election schedule and submit it to the Board for approval, by January 31st each year, and will open a season of Leadership Recruitment and Development. A Leadership Development and Recruitment Session at the Chapter Planning Conference (as part of the Conference Program) will inform members about service opportunities in leadership positions for the Chapter Association. Information about Chapter offices and the election process may also be shared during those individual Section meetings that occur in the winter and spring. As part of the recruitment process, APA CA will provide information online about each of the positions, including job descriptions, time commitment and qualities required to serve in the position. Interested members can sign up for future correspondence and updates on opportunities to seek a leadership position from the Nominating Committee. The Nominating Committee will recruit and

nominate candidates with demonstrated leadership qualities, a commitment to ethical principles, an interest in serving the membership of the organization, and the ability to dedicate the necessary time to fulfill the obligations of the elected office. In this process committee members will view all names submitted with an open mind and will not be unduly influenced by any individual viewpoint in making their selections. The ~~N~~ominating Committee must also commit to keep all discussions and information confidential. Names submitted to the ~~N~~ominating Committee will not be released to the APA CA Chapter Board unless they have been slated to run for an office. No Candidate Statements will be released ~~until prior to the July 1, 2011, website posting, but not later than 6 weeks prior to the State Conference,~~ and then only those ~~Candidates S~~tatements from Candidates that have been slated to run for a position. The Nominating Committee shall notify in writing by the end of June, [date?] the Nominating Committee Chair shall establish a schedule and submit it to the Board for approval any nominee that is not slated. The notification shall state the reasons for non-selection and identify the opportunity for running as a petition candidate.

1.1.1 - Roles and Responsibilities of the Nominating Committee. The Nominating Committee shall have the following roles:

- ~~to R~~ecruit potential candidates for nomination ~~from to elect the~~ various APA CA leaders and members that meet the leadership qualities identified in Section 1.1 above ~~criteria;~~
- ~~to I~~nvite recommendations of potential candidates from ~~Sections of~~ APA CA Sections;
- ~~to M~~ake a commitment to keep all discussions and potential candidates names confidential; ~~and~~
- ~~to C~~onsider a pool of potential candidates and with the objective of attempt to selecting at least two qualified nominees for each elective office, unless only one candidate is qualified or has applied for the position; if possible; and-
- Review and fact-check the candidates' draft Biographical Background and Position Statements with staff assistance.

1.1.2 - Number of Nominees. ~~An attempt~~ The Nominating Committee shall ~~be made to~~ slate ~~at~~ two nominated candidates for each elective office, except where only one potential candidates is are not qualified or interested. The Nominating Committee shall seek balance in the diversity of candidates nominated for APA CA elective offices.

1.1.3 - Eligibility Requirements. Candidates shall (1) be members of the ~~APA C~~Association for not less than one year at the time of assuming office if elected, (2) agree in writing to serve if elected, and (3) not be members of the Nominating Committee. Individuals seeking to run for the President Elect position must have previously served as a voting member of the APA CA Chapter Board.

1.1.4 - Biographical Background and Position Statements. The Nominating Committee have the following roles;

- All potential candidates desiring to be considered for nomination shall submit a Biographical Background and Position Statements (prepared in accordance with the guidelines in Appendix 1 to the Nominating Committee.
- Candidates are not allowed to change position statements once they have been submitted. Position statements are to be submitted electronically via e-mail.
- For all candidates, individual Background and Position Statements shall not exceed a 600-word limit.

- Fact-checking of position statements will be done by the Nominating Committee. Candidates will have an opportunity to revise statements based on the committee's findings.
- Candidates not selected as nominees who choose to become nominees by the petition process shall use their Biographical Background and Position Statement originally submitted to the Nominating Committee.

1.2 - Election Committee. Following the slate being submitted to the APA CA Chapter Board of Directors, an Election Committee shall be formed by the Nominating Committee Chair. Following the completion of the Election Committee, the Nomination Committee shall become the Election Committee. ~~The Election Committee will consist of three people, President Elect or Immediate Past Presidents of APA CA and two former APA CA Chapter officers.~~ Anyone holding elected office in APA CA, or any of its Sections, is ineligible to serve on the Election Committee. Election Committee members may not be nominated for any chapter office in the current election or in the next election.

1.2.1 - Roles of the Election Committee. The Election Committee's charge is to:

- Review petitions and qualify petition candidates for inclusion on the election ballot;
- Ensure a fair election in compliance with the policies, procedures, and Bylaws of the APA CA;
- Monitor the election web pages created by ~~the APA CA Association~~ for compliance with the Election Policies and Procedures;
- Develop and distribute the responses to a Consolidated Candidate Questionnaire; and Fact-checking the candidates' draft Biographical Background and Position Statements with staff assistance; and
- Enforcement of standards of behavior for elections.

1.2.2 - Consolidated Candidate Questionnaire. The Election Committee will invite the Sections, Student Organizations, California Planning Foundation, Chapter Executive Board, and any other APA CA affiliated groups to submit potential questions to be included in a consolidated questionnaire that candidates may choose to answer. The Committee will review and select 4-5 questions from those submitted for inclusion in the Candidate Questionnaire. The questions will be solicited and collected by the Election Committee from the Sections, Student Organizations, California Planning Foundation, Chapter Executive Board, and any other APA CA affiliated groups. The Committee will seek a representative group of questions and may combine similar questions in developing the Consolidated Candidate Questionnaire. The completed questionnaires will be posted prominently on the web.

1.2.3 - Standards of Election Behavior. The Election Committee shall oversee and enforce the following standards and policies for conducting the elections:

Biographical Background and Position Statements

- ~~All potential candidates desiring to be considered for nomination shall submit a Biographical Background and Position Statements (prepared in accordance with the guidelines in Appendix 1) to the Nominating Committee.~~
- ~~Candidates are not allowed to change position statements once they have been submitted. Position statements are to be submitted electronically via e-mail.~~
- ~~For all candidates, individual Background and Position Statements shall not exceed a 600 word limit.~~

- ~~Fact-checking of position statements will be done by the Nominating Election Committee. Candidates will have an opportunity to revise statements based on the committee's findings.~~
- ~~Candidates not selected as nominees who choose to become nominees by the petition process shall use their Biographical Background and Position Statement originally submitted to the Nominating Committee.~~

Campaigning

- ~~Endorsements by the APA CA Board or any Section, Board, officer or via use of membership lists are prohibited. This does not preclude prohibit individual Section Board officers or APA CA members from personally endorsing or supporting a candidate; however, use of APA CA membership lists to endorse or express support for a candidate shall not be permitted.~~
- ~~Nothing shall prohibit individual members from personally endorsing a candidate to any other individual verbally or in writing. [NOTE: Perhaps this is reworded, but we should avoid an absolute ban on free speech limitations on individuals. See 8th bullet below re: "support"].~~
- Any mailing or mass unsolicited email, or any other electronic campaign communication by candidates or members, is prohibited.
- APA CA will set up web page for candidates on www.calapa.org. Candidates Background/Experience and Position Statements, responses to the Consolidated Candidate Questionnaire, and optional photographs will be included on the Candidate web pages.
- Inclusion of photographs of the nominee on the web sites is optional, at the discretion of the individual nominees. Details are provided in Policies and Procedures Section 4.2.
- No mass mailings or mass unsolicited e-mailing will be allowed by candidates. ~~(The purpose is to prohibit campaigning by candidates, or by the current organizational leadership.)~~ APA CA will not provide mailing lists or labels for nominees to use. ~~Nominees and members of the Association are expected to behave in accordance with these rules, and only speak about the candidates they support.~~
- Negative campaigning is prohibited. Potential candidates shall not impugn the character, motivation or integrity of other candidates.
- ~~No candidate shall write, or cause to be written, campaign letters or e-mail messages to be published or circulated.~~
- ~~Members of the Association have the privilege to speak on behalf of the candidates they support. [NOTE: This could be contradictory to first statement/prohibition]. An individual Candidates APA CA member who endorses a candidate shall not mis-characterize or misrepresent the positions or qualifications of other candidates, or other APA members.~~
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- Fact-checking of position statements will be done by the Nominating Election Committee. Candidates will not have an opportunity to revise statements based on the committee's findings. ~~[NOTE: Conflicts with 1st bullet under Potential Disciplinary Actions by the EC?]~~
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Enforcement

The Election Committee will refer to the APA CA Board, ~~Commission or respective~~ President ~~as appropriate~~ any alleged violations of these election policies and procedures that are not satisfactorily resolved, for possible disciplinary or other action. Such action may

include censure, removal from office, or expulsion from the APA CAssociation in accordance with the Bylaws of APA CA.

Investigation of Violations

- Any member can file a complaint about a perceived violation of elections policies and procedures.
- Complaints shall be filed with Executive Director of APA CA, who shall establish the facts of the complaint and forward the complaint, along with any additional background information developed during fact checking, to the Election Committee within 7 days.
- The Election Committee shall confer within 5 working days to initiate an investigation of the complaint. A final decision of the Committee shall be made within two weeks of the initial review of the complaint.
- The Election Committee has the authority to take final action on minor infractions of the elections policies and procedures. Recommendations on major infractions, which result in removal from the election ballot or invalidation of the election results, shall be forwarded to the appropriate governing body (APA CA Board) for final action.

Potential Disciplinary Actions by the Election Committee [NOTE: This section needs to be fleshed out a bit.]

- The ENominating Committee shall Removal-remove of any factual errors or inaccuracies from the position statement. The candidate shall be notified of any such corrections one week prior to the posting of the candidate statement on the APA CA Chapter website -and t-After [date or period in the process]. The candidate cannot further modify the position statement.
- Official censure by the Election Committee f-or violation of any policy or procedure outlined in these guidelines after an investigation and evaluation by the Election Committee. -[NOTE: Policy to be developed for fall meeting. -need to id types of censurable actions, and due process. I.e. Censure may occur in event of complaints of violation of policies after investigation and evaluation in accordance with (a procedure similar to that for alleged AICP ethics violations).]

Potential Disciplinary Actions by the APA CA Board

- Removal of candidate from the election ballot.
- Invalidation of election results.
- Any APA CA AICP member who violates the provisions with or without the support of the candidate may be referred to the APA National Executive Director based on the recommendation of the Election Committee and action by the APA Board, for Ethics Violation -Investigation.
- In this scale of progressive discipline, the APA CA Board or AICP Commission must act to impose any penalty higher than censure by the Election Committee.

1.2.4 - Training Conference Call. The APA CA Election Committee has the option to will host a training conference call that candidates are required to attend. These elections policies and procedures will be distributed to candidates via email. The purpose of the training is to ensure that candidates understand the election policies, and the prohibition against campaigning by candidates.

1.3 - Teller Committee. The Teller Committee will consist of Executive Director or a committee appointed by the President of APA CA, who are not nominees and who reside in the area of the Association's office where the ballots are to be counted.

1.3.1 - Roles of the Teller Committee. The Teller Committee shall have the following roles: Review the reports of the Nominating Committee and certify that they meet the requirements for nomination;

- Review the petitions of petition candidates and certify that they meet the requirements for nomination; [NOTE: Relocate – this should be the responsibility of the Nominating Committee.]

Approve the procedures for the receipt, opening, and counting of votes; certify the count and provide the results to the President at the conclusion of the balloting period.

1.4 - Schedule. See Appendix 5, Election Schedule. From the time the Nominating Committee meets and selects a slate until the APA CA Chapter Board of Directors certifies the slate will take no longer than 5 months.

2.0 - Candidates for Office

2.1 - Terms of Office. Term of office for members of the APA CA Board of Directors shall be limited to two consecutive terms in any combination of offices, excluding President Elect. An individual individual may submit their name to the Nominating Committee for consideration for a second term as president.

3.0 - Petition Candidates [NOTE: address timing to allow petition candidate to decide to run prior to the State conference.]

3.1 - Eligibility. Only those persons who have submitted their Position Statements for consideration by the Nominating Committee, and who have not been slated as nominated candidates for office, may become petition candidates.

3.2 - Process. Potential petition candidates may be nominated by the petition of at least 25-32 APA CA members, four (4) signatures from each of the eight (8) Sections. The APA CA Association will supply forms for signatures by the petitioners. Petition candidates shall meet the requirements of candidacy and shall file their petitions with the Nominating Committee Chair within 45 days of the announcement of nominated candidates slated by the Nominating Committee. The Annual APA CA Chapter Conference shall fall within this 45 day period to allow petition candidates to gather signatures.

3.3 - Certification. Within one week of submittal deadline, the ElectionTeller Committee shall review the petitions and certify that all signatures are valid and upon such finding shall declare the petitioner a petition candidate.

4.0 - Other Issues

4.1 - Election Season. The "election season" is defined as the period between the meeting of the APA CA nominating committees and the end date for voting for APA CA.

4.2 – Photographs. Candidates for APA CA office may submit a portrait photograph of themselves for publication with statements. Submission of photographs for APA CA candidates is optional. If submitted, digital photos are encouraged. Photographs must be:

- head/shoulders portrait type.
- electronic files or photographic prints
- no smaller than a passport photo and no larger than 8"x10" (for prints).
- 300 dpi or greater (for digital files)
- no more than five years old
- submitted at the same time as the background/experience and position statement or at the time petition filings are due.

Photographs meeting these requirements that are submitted by nominated candidates will be published with their position statements on the [APA CA website](#). Photographs meeting these requirements that are submitted by certified petition candidates will be published with their position statements and on the web.

4.3 - Partisanship by APA CA, Staff or Board

4.3.1 - No APA CA resources, including those of any Section of APA CA, are to be spent or used on behalf of any candidacy unless otherwise permitted by these guidelines.

4.3.2 - No APA CA staff or contractor of APA CA may participate or contribute to any partisan act regarding APA CA candidacy or to suggest to a member that the member consider running for national APA CA office.

4.3.3 - The APA CA Board of Directors and appointed members may not endorse or campaign for any candidates in the capacity of their position. Individual Directors/Commissioners may speak on behalf of candidates they support but not in their identity as an APA CA Director.

4.3.4 – The Nominating Committee and Election Committee may not endorse or campaign for any candidates.

4.4 - Advertising and Articles in APA CA Publications

4.4.1 - No advertising, paid or unpaid, will be accepted for any candidacy to appear in any publication of APA CA. Letters endorsing or criticizing candidates will not be accepted for APA CA or APA CA Section publication.

4.4.2 - No advertising or publicity in the form of special news or feature articles by or about a candidate or candidate-related event or publication will be accepted knowingly for publication during the last two months of the election season by APA CA or APA CA Section except for reference to commitments and ongoing APA CA or APA CA Section activities initiated prior to candidacy. During the last two months of the election season mention of a candidate's name is permitted in reference to ongoing APA CA or APA CA Section activities or when the candidate's name is a minor but germane part of a larger article. Similar policies apply to photographs.

4.4.3 - During the election season, current APA CA Chapter Board Members or APA CA Section Board Members who are running for APA CA Chapter office may report to the membership on APA CA business. These reports may not be used to endorse or criticize candidates. There are no restrictions on report distribution or publication by any Chapter Board of Directors member not running for APA CA office.

4.4.4 - During the entire election season, publishing articles that are intended primarily to garner publicity for a candidate shall be avoided.

4.5 - Ballots

4.5.1 - APA CA will use electronic ballots for ~~this~~ elections ~~cycle~~. By using an electronic ballot, voter turn-out will be encouraged more cost-effectively with targeted email reminders containing a link to the online secure voting page.

4.5.2 - The Nominating Committee Chair shall prepare ballots with the names of candidates, arranged in accordance with a drawing, for each elective position.

4.5.3 - Petition candidates will be so identified on the ballot.

4.6 - Eligibility to Vote.

Membership must be processed by July 1 of each year to be eligible to vote during that years' election.

4.7 - Monitoring and Reporting. Staff and the Election Committee shall note any election-related problems to both the Nominating and the APA CA Chapter Board of Directors upon conclusion of an election.

APPENDICES:

1. Guidelines for Writing Background/Experience and Position Statement
2. Eligibility Form
3. Candidate Agreement
4. Commitment to Serve Statement
5. Elections Schedule
6. Philosophy and Goals of the Election Process
7. Bio Questionnaire (To be Developed)

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Appendix 1:

GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT

Statements will be given full consideration as long as they meet the guidelines for biographical background/position statements. Keep in mind that potential candidates should state their positions and opinions about issues regarding the future of the organization. Any facts that are cited must be verifiable.

1.0. Suggestions for Biographical Background Information:

- Organize the information into four categories: professional experience, APA CA experience, community involvement, and education.
- List information in each category in reverse chronological order (most recent experience first).
- Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

2.0. Suggestions for Position Statements:

- Focus on issues that impact the future of the organization.
- Verify any and all facts that are stated.
- Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3.0 Submission Requirements:

1. Submit two electronic copies of your biographical background/position statement in MS Word or similar format; one copy without any formatting such as bold face, italics, underlines or bullets, and another copy indicating where you wish such emphases to be placed. The appearance of the emphasis will be made uniform from statement to statement. Your notations will let the editors know where, if at all, you want any emphasis to go.
2. Submit a current digital photograph of yourself, if you would like to include a picture on your candidate webpage and official ballot. Details on the photograph are in Policies and Procedures, Section 4.2.
3. Finally, be sure to proofread your statement. The Nominating and Election Committees shall make appearance uniform among all statements, but they will NOT correct spelling and grammatical errors or typos contained in the statements.

Appendix 2:

**APA CA 2011 ELECTION
ELIGIBILITY FORM**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone number: _____

Fax number: _____

E-mail address: _____

APA membership number: _____

.....

Please indicate the position(s) for which you are interested in pursuing. If you are interested in more than one position, indicate your preference in priority order, with "1" being highest priority, "2" being second priority, etc.

APA CA members from all Sections are welcome to submit their names as potential candidates. Members must meet any qualifications, as stated in the APA CA Bylaws, required for a position.

Position

Interest

APA President-elect

Vice President for Public Information

Vice President for Administration

"I am committed to accepting nomination and running for the position(s) indicated above. If elected, I agree to devote the necessary time and energy to serve in this position, including participation, in person, at the orientation for new Board Members and Annual APA Board Retreat in January 2012."

Signature

Date

E-mail or fax this document to Kurt Christiansen, AICP, by **May 6, 2011**; e-mail:
kchristiansen@ci-azusa.ca.us or Fax: 626-334-5464.

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Appendix 3:

CANDIDATE AGREEMENT TO ABIDE

I acknowledge that I have read and understand all the policies and procedures, appendices, and bylaws governing the Election Process and agree to abide by them and any decision of the Nominating and Election Committees.

For APA CA office, sign and return to:

American Planning Association
California Chapter
Stefan/George Associates Office

Candidate Signature

Date

Appendix 4: Commitment to Serve Statement

If elected to the APA CA Board of Directors, I understand my commitment to carry out the following responsibilities:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties, which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care - The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as "the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty - The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means the at a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience - The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

▲ I understand the responsibilities described in this Commitment to Serve statement.

Name: _____

Signature: _____

Date: _____

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Appendix 5:
2011 APA CA ELECTION SCHEDULE

| | |
|---|--------------------------|
| Nominating Committee Appointed | February 4, 2011 |
| Ad Posted on CCAPA Web Site | February 4, 2011 |
| Cal Planner Ad Published | March/April 2011 |
| Nominations Due with Candidate Statement | May 6, 2011 |
| Nominating Committee Consider Candidates | May 2011 |
| Nominating Committee Report to Board | June 2011 Board Meeting |
| Slate Candidate Statements posted on Website | July 1, 2011 |
| Petition Candidate Statements due | August 15, 2011 |
| Petition Candidates certified by Board | Sept. 2011 Board Meeting |
| Election Email sent and Website Posted | October 17, 2011 |
| Election Period Ends | November 15, 2011 |
| Executive Director/Tally Committee Report Results | November 17, 2011 |
| Candidates Notified of Results | November 18, 2011 |
| Election Results Announced | November 21, 2011 |
| Officers Take Office | January 1, 2012 |

Appendix 6: PHILOSOPHY AND GOALS

OF THE APA CA ELECTIONS PROCESS

- Members of the organization are able to distinguish between acceptable and unacceptable behavior on the part of their peers.
- Given accurate and complete information, members of the organization will make intelligent and reasonable election choices.
- Guidelines should be as specific as possible and should be adopted by the Board to minimize the need for situational staff interpretation.

The elections process should strive to achieve 12 goals:

1. To offer members a high caliber of candidates from which to choose.
2. To offer each office a range of candidates that reflect a diversity of views within the Association.
 - a. Some continuity.
 - b. Some fresh views.
3. To ensure that, *in toto*, candidates are drawn from a broad range of backgrounds and reflect a wide range of member views. These include but are not limited to:
 - a. Sections
 - b. Students
 - c. Elected officials
 - e. Planning commissioners and citizen planners
 - f. Academics
 - g. Consultants
 - h. Governmental planners
 - I. Private planners
 - j. Women
 - k. Blacks, Hispanics and other minority groups

Appendix 68:

**PHILOSOPHY AND GOALS
OF THE APA CA ELECTIONS PROCESS (continued)**

4. To ensure a process of candidate solicitation and selection that encourages and considers all members interested in running for office and those the nominating committee and other members consider to have potential for national leadership.
5. To guarantee equal access to APA CA resources by all candidates.
6. To provide members with the information to make an informed selection among candidates, at a reasonable cost to the organization.
7. To promote equitable campaign procedures that minimize disparities in financial or technological resources among candidates.
8. To minimize the need for staff interpretation of guidelines by having, as specific-as-possible, Board adopted policies covering a wide variety of situations.
9. To minimize administrative and financial burdens of the campaign process on APA CA.
10. To encourage participation in the nominating process.
11. To encourage members to vote.
12. To maintain a character of campaigning appropriate to the dignity of planning and the Association.

Any election related activities are expected to be consistent with this philosophy. Candidates and members are referred to points 5, 6, 7, 9 and 12 in particular. To implement this philosophy the board has adopted campaign policies, and guidelines for background / experience and position statements. Please attempt to be specific enough to be useful but not so specific as to challenge members to find loopholes. When applied in a mature manner by candidates and members the philosophy, policies, and guidelines should together provide for an open, fair, informative, and self-policing elections process.