



## Elections Policy and Procedure

### Election Announcement

The Butte Countywide Homeless Continuum of Care (CoC) will begin the election process in October each year. An announcement will be made during the October Council Meeting. An email will be sent in October that includes a request for nominations of CoC Council members and a notification that includes the election's process and timeline. Voting will occur during the All Member Meeting in November each year.

### Election of Council Members and Officers

- 1) Nominations and elections will be overseen by the CoC Coordinator/Designee and may be done in person or electronically.
  - a. Ballots for Officers will be kept anonymous.
- 2) Elections will be determined by majority vote.
  - a. Each nominee must receive at least five votes cast to secure a seat.
  - b. In the event that there is a tie breaker for any role, a second ballot will be issued for a second vote on each tied role.
- 3) CoC-elected Council Members, representing someone who has experienced homelessness and/or representing specific service areas, will fill up to twelve (12) Council Member positions.
- 4) A priority Council Member will be an individual who is homeless or formerly homeless, and is currently residing in Butte County. This individual does not need to qualify as a representative in a service area, but may be a representative of two areas, if applicable.
- 5) No more than one (1) Council Member may fill each service area, except the Government service area. Yet, a Council Member may represent more than one service area.
- 6) Up to five (5) additional Council Member positions are reserved for publicly elected officials from public jurisdictions or agencies (one appointee per jurisdiction or agency: Butte County, the Cities of Chico, Oroville, Gridley, and the Town of Paradise).

### Nomination of Twelve (12) Council Member Positions

- 1) Any CoC member may make a nomination. Members may self-nominate.
- 2) Any CoC member may be nominated to become a Council Member.
- 3) Nominations of the Council Members must be done on the CoC Council Member Nomination Form and submitted to the CoC Coordinator/Designee. Up to two service areas may be identified for each nominee.

### Nomination and Election of Council Officers

Call for nominations of CoC Council Officers-Chairperson, First Vice Chairperson, and Second Vice Chairperson-will be made following the general Council Member election. Council Members eligible to nominate, be nominated, or vote will consist of newly elected Council Members.

- 1) Only CoC Council Members having served on the Council a minimum of one year may be nominated as an Officer.

- 2) Any CoC Council Member may make a nomination, up to one nomination per officer role. Council Members may self-nominate.
- 3) Each Council Member may vote for one nominee in each officer roll: the Chairperson, the First Vice Chairperson, and the Second Vice Chairperson.

#### **Notice of New Council Members and Start and End of Term**

- 1) Elected Officers will be announced on the CoC website and via email to the CoC membership prior to the first meeting of the year.
- 2) The full Council Member roster will be posted on the CoC webpage and distributed to CoC members.
- 3) Newly elected Council Members will begin their terms at the first CoC Council meeting of the new calendar year.
- 4) All newly elected Council Members will serve a three-year term.
- 5) Any Council Member that previously served a total of three two-year terms will be eligible to serve an additional three-year term to align with the new term maximum of nine years.
- 6) Appointee Council Members appointed subsequent to the normal voting process shall begin their term upon appointment and complete the current two-year term.