



## MCLEAN COMMUNITY CENTER GOVERNING BOARD

### **ELECTIONS & NOMINATIONS POLICIES AND PROCEDURES**

Approved by 2022-2023 Elections & Nominations Committee on November 21, 2022, with a change noted in Section IV G. 2. as applying to all Governing Board members rather than only ENC members. **As thus revised, it was approved by the entire Governing Board on December 7, 2022.<sup>2</sup>**

Previously amended by the 2019-2020 Elections & Nominations Committee on 1/14/20 **and Approved by the entire Governing Board on 1/22/20<sup>1</sup>**

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## **I. Election/Reelection of Board Members; Nomination/Election of Board Officers**

These McLean Community Center Governing Board Elections & Nominations Policies and Procedures (Elections Policies) have been adopted pursuant to the Memorandum of Understanding (MOU) between the Governing Board of the McLean Community Center (MCC) and the Fairfax County Board of Supervisors. The MOU sets out the requirements for the election and reelection of Governing Board Members and the nomination and election of Governing Board Officers. The Elections Policies implement the MOU requirements and provide additional guidance to the Governing Board and the MCC staff.

## **II. Appointment of the Elections & Nominations Committee**

The Governing Board Elections & Nominations Committee (Elections Committee) has been delegated the responsibility of carrying out the elections and nominations requirements of the MOU and the Elections Policies. The Chair of the Governing Board shall appoint an Elections Committee composed of at least three Governing Board Members who are not candidates for reelection, and designate a chair who will serve as the Elections Chair. The Elections Chair may not run for MCC Board Chair.

## **III. Date and Place of Board Elections**

- A. An annual Election Day shall be established that corresponds to McLean Day.
- B. Elections shall take place at the venue for McLean Day from 10:30 a.m. to 5:00 p.m.
- C. Absentee balloting shall be available beginning the first Wednesday following Candidate Orientation, ending three (3) days before Election Day.

## **IV. Elections Committee Responsibilities and Procedures**

- A. The Elections Committee is tasked in the MOU with the responsibility of preparing ballots and conducting Governing Board elections. Elections Committee responsibilities are carried out with the support of the MCC staff.
- B. The Elections Committee will:
  - 1. Issue a public notice at least sixty (60) days before Election Day requesting potential candidates to petition for a place on the ballot. Public notice is to appear in at least two (2) local newspapers published weekly or more frequently.
  - 2. Issue a press release on the process to petition for a place on the ballot to all local publications and appropriate and relevant online media.
  - 3. Prepare a petition form and have it available for distribution during regular office hours at the MCC. Prospective candidates must pick up and drop off their own petition packets in person, and show a picture identification that confirms their residence in Small District 1A-Dranesville (the MCC Tax District). In addition to their picture identification, teens may provide other information, if needed, to confirm their residency in the MCC Tax District.

C. Petitions must include the following components:

1. Spaces for at least ten (10) petitioners' printed names, addresses, telephone numbers, email addresses (optional), and signatures.
2. Notice to candidates that a Candidate's Statement is required and must be returned with the completed petition.
3. Notice to candidates to read carefully the Petition Instructions in their petition packets. (Instructions will provide directions for completing petitions accurately, guidance in preparing candidates' statements, and other information needed to determine whether to run for a seat on the Governing Board.)

D. Candidate's Statement

1. The petition packet shall include a description of the required Candidate's Statement.
2. Candidates' Statements are limited to 100 words for public relations materials, which does not include contact information. Candidates may also provide a longer electronic version of their statements limited to 350 words for the MCC website. In addition, candidates may provide links to their personal, noncommercial campaign websites that contain additional information related to their candidacies.
3. Candidates will be asked to include, with their personal statements, any of their addresses, telephone numbers, email addresses, or personal, noncommercial campaign website addresses, so that all members of the public may contact them. The MCC will not publish personal information unless candidates have included it within their personal statements.

E. Certify Qualifications of Candidates and Petitioners.

1. A qualified candidate is anyone who meets all qualifications for candidacy as specified in the MOU.
2. A qualified petitioner is anyone who meets all qualifications for candidacy as specified in the MOU.
3. Petitions are required to bear no fewer than ten (10) names of qualified petitioners. It shall be permissible for a petition to bear the names of more than ten (10) petitioners, although the Elections Chair shall only certify the validity of ten (10) petitioners.
4. Completed petitions must be received at the MCC on or before the date and time specified on the petition, which shall be no earlier than thirty (30) days after the publication of the public notice for candidates to petition for a place on the ballot.

5. Petitions shall be certified within two (2) business days of receipt; however, those petitions submitted one (1) day before or on the due date will be certified by the evening of the due date. Petitions must be certified as complete, and petitioners as qualified and sufficient in number.
6. If a petition does not meet requirements, the Elections Chair shall call the candidate and notify him or her of any deficiencies. If there is time for correction (in the matter of petitioners), the candidate may resubmit. If the submission deadline has passed, the candidate is disqualified.

#### F. Notification of the Fairfax County Board of Supervisors

1. Notice of all certified candidates shall be sent to the Dranesville District Supervisor within 72 hours after the submission deadline.
2. The Dranesville District Supervisor presents the list of candidates to the Board of Supervisors at its next regular meeting.

#### G. Campaigning

1. There shall be no campaigning in the interior common areas of any MCC facility, including the MCC's Ingleside facility, the Old Firehouse Center and any new or temporary facilities.
2. Members of the Governing Board are prohibited from any electioneering activities on behalf of Board candidates.
3. MCC staff members are prohibited from any electioneering activities on behalf of Board candidates or providing any MCC proprietary resources to Board candidates.
4. Use of any MCC graphic identity by or on behalf of Board candidates is prohibited.
5. Historically, the MCC election process has been non-partisan. Candidates are discouraged from seeking endorsement from political parties.

#### H. Pre-election Preparations

1. During the week of the petition submission deadline, MCC staff will invite the candidates to an MCC location for photographs to be taken for press releases and other publication purposes. By the deadline for submitting petitions, candidates may submit their own passport type photographs in lieu of having photographs taken at an MCC location.
2. The staff issues a press release with the names of all candidates to be placed on the ballot and their qualifications as summarized from their statements.

### 3. Ballots

- a. The staff will have ballots printed with the names of all official candidates and spaces for write-in candidates equal to the number of seats to be filled in the elections. All ballots are to have a space for validation by an official election teller.
  - b. Adult ballots used for both absentee and Election Day voting will be organized using a double rotation system. The names of the candidates must be rotated initially in alphabetical order from A-Z, and then in reverse alphabetical order from Z-A, so that all candidates share an equal number of times to be atop the ballot, and not always following the same candidate.
  - c. In the event that a candidate withdraws from the election after ballots have been printed, the candidate's name must remain on the ballot. After a candidate has notified the MCC of his/her withdrawal, the MCC will begin providing highly visible notice of the candidate's withdrawal to absentee and Election Day voters, in further publicity about the election, and in voting materials.
4. The Elections Chair will invite all candidates to attend an orientation that will include information such as confirming the hours of election, advising candidates of rules for campaigning, suggesting measures for their personal comfort on McLean Day, discussing handouts and posters, and answering any questions the candidates may have. The Elections Chair shall emphasize the fact that candidates (except for casting their own votes) may not engage in campaign activities or have posters within 40 feet of the voting tent (or other designated voting areas including absentee voting areas) at any time during voting hours. If a candidate is unable to attend the orientation, the Elections Chair and/or the Executive Director, to the extent possible, will provide an alternate means to inform the candidate.
  5. Tellers shall be appointed by the Elections Chair from among members of the community (including members of the Governing Board who are not running for reelection). Tellers who will work at the Election Day voting site must have had prior voting day experience at a local election.

It is the policy of the Governing Board to use independent tellers and counters (such as the League of Women Voters) for Governing Board elections. However, in the event that independent tellers or counters are not available, Elections Committee Members, who are tasked with conducting Governing Board elections, may serve as tellers and counters.

#### I. Absentee Voting

1. Absentee voting is permitted for approximately 30 days, up to three (3) days before Election Day (McLean Day).
2. Information about absentee voting will be included in the official public notice of the elections as well as in other publicity about the elections.

3. Absentee ballots may be requested in person, by email or by telephone. A voter who requests an absentee ballot may also request absentee ballots for other family members in the immediate household.
4. Absentee voting will take place at the MCC's Ingleside facility and at the Old Firehouse Center, or any other location designated by the Governing Board.
5. Absentee voters shall complete and sign an Application for Absentee Ballot, which will include an affidavit to the effect that they are qualified to vote.

#### J. Election Day Voting Procedures

1. Tellers should arrive onsite prior to their Election Day assignments.
2. The tellers' coordinator shall give a copy of the teller procedures, which have been prepared by the MCC's elections staff, to each teller serving onsite prior to Election Day.
3. At least three (3) tellers shall be present at all times during the McLean Day election process.
4. At least three (3) tellers shall be present at all times during the absentee ballot counting.
5. The Elections Chair shall open and close the elections at the times specified for Election Day and absentee voting in the public notices.
6. A poster board with pictures and names of the candidates should be placed firmly in a position near the voting place, but before entry to the voting site, at or below reasonable eye level. All print should be as large as practicably possible.
7. There will be a separate poster listing voting qualifications, which should be placed prominently in the vicinity of the voting area. All print should be as large as practicably possible.
8. The tellers, with the assistance of maps and street lists provided by the MCC, shall certify the qualifications as specified in the MOU, of each person voting.
9. Certifications require the following:
  - a. Each voter shall submit photo identification that includes a current address in the MCC Tax District.
  - b. If voters do not have sufficient identification with them, they shall sign an affidavit to the effect that they are qualified to vote.
  - c. Adult voters must be 18 years of age or older on McLean Day. Adults may only vote for adult candidates; they will be issued the appropriate ballots. The number

of candidates for which an adult may vote corresponds to the number of Board seats to be filled.

- d. Youth voters must be between 15 to 17 years old on McLean Day. Youth may vote only for youth candidates; they will be issued the appropriate ballots. Youth voters may vote for two candidates, and may vote for candidates in either high school boundary area. However, they can only vote for one candidate in each high school boundary area.

10. Tellers must ensure that each voter votes only once.

11. Tellers must ensure that each voter may vote in privacy.

#### K. Vote Counting

1. Counting Procedures and Ballot Security: MCC staff shall assist the Elections Chair in taking the ballots and notebooks to the community center upon the closing of the election. At least 3 tellers must be present during the counting of votes. The tellers shall tally the votes, including absentee votes. MCC staff may not be present during the tally. The Elections Chair (or designee) observe; but may not participate in the vote counting process (unless the Elections Committee is tasked with serving as counters in a given year). If, for any reason, it is necessary to store ballots and/or counting materials before the counting of votes is completed, ballots and vote counting materials shall be secured on MCC property and the MCC Executive Director shall serve as custodian.
2. Write-In Candidates: Each adult write-in candidate must have at least ten (10) votes from ten (10) qualified adult voters in order to have his or her votes counted. Each youth write-in candidate must have at least ten (10) votes from ten (10) qualified youth voters, Write-in candidates must provide MCC's election representatives with their names and addresses in order to verify that they are qualified candidates.
3. Too Close to Call Procedures: An election shall be considered too close to call if the third and fourth adult candidates, or first and second youth candidate of either high school district, are separated by 3 or fewer votes. If any individual race is too close to call, a recount shall be conducted by the tellers. The tellers will decide, with input from the Elections Chair or designee, whether to conduct the recount that evening or to postpone the recount until the day after Election Day. A recount and final result shall be determined no later than 2 p.m. on the day after Election Day.
4. Tie procedures: If, after completion of vote counting, there is a tied race between adult candidates or between youth candidates from either high school district, the winner of that race shall be determined by a coin toss. The MCC Executive Director (or designee) shall conduct the coin toss with the ENC chair (or designee) and the tied candidates present.



## L. Notification of Election Results

1. The Elections Chair will call the candidates and inform them of the election results after all votes have been counted (on the same evening).
2. The Elections Chair will send notice of the election results to the Dranesville District Supervisor. The ballots are maintained for one (1) year. (*The ballots may be stored at the MCC in lieu of the Dranesville Supervisor 's office.*) The Dranesville District Supervisor reports the election results to the Board of Supervisors. After determining that it is in the public interest to do so, the Board of Supervisors appoints those persons receiving the greatest number of votes to the MCC Governing Board.
3. After the election results have been sent to the Dranesville District Supervisor, they are posted in public view at the MCC.

## V. Board Members' Pledge

At the first meeting of the incoming Governing Board following the confirmation of new and reelected Board Members, a ceremony will be held during which all Board Members will take a Pledge. The Pledge will be administered by the Dranesville District Supervisor on the Fairfax County Board of Supervisors or a designee. The Pledge for Board Members not present at the ceremony will be administered by the MCC Board Chair.

## VI. Nomination and Election of Governing Board Officers

### A. Nomination of Board Officers

1. The Elections Chair will make a "Call for Nominations of Board Officers" at the April Governing Board meeting. The Elections Chair will explain the responsibilities of each office.
2. Board Members may self-nominate or nominate others. All nominations will be shared with all Board Members as soon as they are received.
3. At the May Board meeting, all potential nominees must submit a statement to the Elections Chair declaring their intention to run or that they are considering running for a Board office even if a final decision has not been made. Each statement will include the prospective nominee's qualifications and will be read at the May Board meeting.
4. It is suggested that candidates for the Executive Committee (Board Officers) have at least one year of experience on the MCC Governing Board.
5. The Elections Chair shall ensure that there is a nominee for each office. If there are no nominees for a Board office, the Elections Chair shall canvas all Board Members for nominees.

6. The Elections Chair shall publish a final list of declared or potential nominees the offices they are running for and the responsibilities of that office for the benefit of the newly elected Board Members at least six (6) days before the June Board meeting when the new Executive Board is elected.

#### B. Election of Board Officers

1. Nominations for each office shall be formally made at the June meeting of the incoming Governing Board. Only those previously identified as potential nominees at the May meeting will be permitted to stand for election to the Executive Committee.
2. The Elections Chair (or a Member of the Elections Committee) convenes and presides over the Board meeting until the Board Chair is elected, at which time the Board Chair presides over the election of other Board Officers.
3. Each nominee shall be given the opportunity to speak for two minutes even if there are no other candidates for the position.
4. Each office shall be voted on sequentially, starting with the Chair, then the Vice-chair, the Secretary, and the Treasurer.
5. The new Officers take office immediately.

### VII. Changes to the Elections Policies

Any change in these Elections Policies must be proposed to and voted on by the Elections Committee, brought to the Governing Board for approval, and included in these Elections Policies before that change can be implemented. Changes approved by the Governing Board at or before the February Board meeting may be implemented for the same Board election year. Changes approved by the Board after that time may only be implemented for the following year.

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<sup>1</sup>Initially approved by the Governing Board on February 28, 2001, amended in March 2001, and on the following dates: October 23, 2003, March 10, 2010, March 23, 2011, March 20, 2013, June 4, 2014, January 28, 2015, February 22, 2017 and February 28, 2018.

As several updates were needed and long overdue to reflect current realities, the 2/28/18 version was reviewed in-depth, amended and adopted by the 2019-2020 Elections & Nominations Committee on January 14, 2020. The newly-updated ENC Policies & Procedures document was subsequently considered and approved by the entire Governing Board at its January 22, 2020 Regular Meeting

<sup>2</sup> Approved by 2022-2023 Elections & Nominations Committee on November 21, 2022, with a change noted in Section IV G. 2. as applying to all Governing Board members rather than only ENC members.  
**As thus revised, it was approved by the entire Governing Board on December 7, 2022.**

