

Nominating Committee Voting Procedures

Two options are available to the voting representative (Nominating Committee Member) to cast his/her vote. Either option is acceptable.

➤ Option I – Cast Vote Using the Absentee Ballot Process

Each member of the Nominating Committee will receive two cards: an Absentee Ballot and a Ballot Exchange Card.

- The voting representative votes using the Absentee Ballot (attachment 2 – Canary color).
- Each voting representative casts a vote for **each** vacancy (two vacancies = two votes)
- The voting representative **signs the Ballot Exchange Card** (attachment 3 – Salmon color).
 - **If the Ballot Exchange Card is not signed by the Voting Representative and attached to the absentee ballot, the absentee ballot will be disregarded.**
- **Both** of the completed forms must be returned to the following address by **5:00 p.m., Tuesday, October 12, 2010:**

Rosalee Hormuth
Orange County Committee on School District Organization
c/o Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626

➤ Option II– Cast Vote at the Nominating Committee Meeting on **Wednesday, October 13, 2010** (the same night as OCSBA/ACSA)

- The voting representative disregards the Absentee Ballot (attachment 2 – Canary color) and **brings the signed Ballot Exchange Card signed by the Voting Representative** (attachment 3 – Salmon color) to the Nominating Committee Meeting along with the in-person ballot (attachment 2A – Light Blue color). Both will be turned in at the Nominating Committee Meeting.
- Specific instructions for voting will be provided at the Nominating Committee Meeting. The voting will take place promptly at **5:00 p.m.** or until a quorum (16 of 31) of votes (absentee votes as well as in person votes) are collected, whichever occurs later. Once a quorum of both absentee and in person ballots has been reached, the election will be open for an additional 5 minutes.
- After the election is closed, late arriving voting representatives will be allowed to view the election process; however, they will be unable to cast their votes. Results should be announced within approximately 15 minutes.

Vote Tabulation

All votes cast that are attached to the Ballot Exchange Card and signed by all parties (Voting Representative as well as Clerk/Secretary to the Governing Board) will be totaled. A majority of all those who vote (through both voting options) will determine the new County Committee members. If the voting representatives fail to elect members to fill the vacancies of a seat by majority vote (through both voting options), a run-off election will be held for that seat between the two candidates receiving the most votes. If there are only two candidates for a seat and neither receives a majority vote (through both voting options), a run-off election will be conducted.

The run-off election will be conducted by absentee ballot and the voting period will be open for 10 days from the date the run-off absentee ballots are mailed to the 31 Nominating Committee Members (voting representatives). Any absentee ballots received after the 10 day period will not be counted. Votes will not be counted until the 10 day period is complete. In the event that an even number of absentee ballots are received, one absentee ballot will be randomly selected and discarded. This will prevent the run-off vote from ending in a tie. The absentee votes will be totaled and the elected County Committee member will be announced.

Statements of Qualifications are required from the Nominees. This information should allow each member of the Nominating Committee to vote with knowledge of the nominee's qualifications. The deadline for submitting completed statements of qualifications is absolute. No nominations are accepted after that date.

Nominees will not be allowed to make, or have made, a presentation on their behalf at the Nominating Committee Meeting. The Statement of Qualifications will serve as the Nominees Candidate Statement to serve on the County Committee.