



Board of Directors 2020 Election Fact Sheet

OVERVIEW

This document aims to provide a summary of key information surrounding the process related to the Powderhorn Park Neighborhood Association (PPNA) 2020 election process for board candidates. This includes the eligibility of board candidates and voters.

QUICK FACTS

- 1) When are candidates voted on to fill open seats on PPNA's Board of Directors?**
 - a. The voting of Directors will be held and closed by the end of PPNA's Annual Meeting for the general membership.
 - b. The association's bylaws allow for early and absentee voting.

- 2) When will PPNA's Annual Meeting take place?**
 - a. Thursday, October 8th from 6:00 pm – 8:30 pm
 - b. This year's meeting will be hosted online through Zoom due to COVID-19
 - c. Eligible community members can register for the Annual Meeting by going to www.ppna.org/annualgathering

- 3) What are eligibility requirements for general membership and board service with PPNA?**
 - a) Must be at least 16 years of age
 - b) Must live or own property in the neighborhood, or work at a business or institution physically located in the neighborhood.

- 4) How can you become a board candidate?**
 - a) If eligible, complete a board nomination form on PPNA's website by going to www.ppna.org/board-nomination-form
 - b) If eligible, a person can nominate themselves during the Annual Meeting on October 8th during the time when "nominations from the floor" will be taken

- 5) When will elected board members be announced?**
 - a) Newly elected board members will be announced by 5 pm on Friday, October 9th. This will allow for the additional time needed to complete the address verification for meeting participants who register on the day of the Annual Meeting and cast a vote.

BOARD CANDIDATE FACTS

- 1) When can eligible community members submit a board nomination form?**
 - a) If eligible, those with interest can submit a nomination form beginning in July through October 8th at 10 am. Some of the information provided from these forms will be added to the association's online ballot.

- 2) What happens after PPNA receives a board nomination form?**
 - a) An association staff member sends a confirmation email to the nominee and copies PPNA's Executive Director to provide additional information
 - b) The Executive Director then provides a summary of dates related to advancing their candidacy to remember. A request for a photo is also made at this time. Providing a photo is optional.



Board of Directors
2020 Election Fact Sheet

3) How can eligible community members run if they do not submit a nomination form?

- a) During the Annual Meeting, a period of time will be allocated to receive “nominations from the floor.” At this time, individuals can nominate themselves. These candidates will be given an opportunity, like all candidates, to share for 2 minutes why they are interested in pursuing board service with PPNA.

4) How many board seats are generally open to be filled by eligible board candidates?

- a) Generally, there are 6 open board seats each year. This reflects the staggered board terms established in PPNA’s bylaws. Occasionally, more seats may be open if a board member whose seat is not up for election decides not to fill the duration of their term.

5) What step(s) is taken to verify a board candidate’s eligibility

- a) PPNA staff base board candidate eligibility on the address provided in the board nomination form. The staff verify that the address falls within the Powderhorn Park neighborhood boundaries.
- b) During the Annual Meeting, the address eligibility for candidates who nominate themselves from the floor will be verified to ensure it falls within the Powderhorn Park neighborhood. This address will be required by nominees to be sent via (a) the private chat function within Zoom or (b) to PPNA’s info@ppna.org account during the meeting.

6) Can board candidates vote?

- a) Yes. As an eligible general member of PPNA, each board candidate can cast a ballot. This includes casting a vote for select candidates for all open seats. If your ballot selections exceed the number of eligible seats, your ballot will be disqualified from the count.

VOTER FACTS

1) Who is eligible to vote for Board of Director candidates for PPNA?

- a) All eligible general members of the association can vote for eligible board candidates.
- b) An eligible general member of PPNA meets the following:
 - i. Must be at least 16 years of age
 - ii. Must live or own property in the neighborhood, or work at a business or institution physically located in the neighborhood.

2) How can eligible community members cast their vote for eligible Board of Director candidates?

- a) If eligible, community members can cast their vote in the following ways:
 - i. Completing an online ballot at <https://www.ppna.org/board-election>. Early and absentee online voting can be completed through Thursday, October 8th at 10 am. Online voting will reopen during the appropriate Annual Meeting time after nominations from the floor have been facilitated and added to the online ballot.
 - ii. Arranging a time to come by PPNA’s office to complete a hard copy ballot. A time to complete a hard copy ballot can be arranged through Wednesday, October 7th by 4 pm.



Board of Directors
2020 Election Fact Sheet

3) How many board members can I vote for?

- a) If eligible, you can vote for a total number of nominees that equal the total number of board seats to be filled. The number of open board seats will be indicated on the ballot.

4) Can I change my vote?

- a) Yes. If you complete a ballot during the early and absentee voting window, you can cast a new ballot during that time. You can also cast a new ballot at the appropriate time during the Annual Gathering on October 8th. You will need to use the same phone number and address to ensure your previous ballot record is replaced.
- b) If you cast multiple ballots during the approved times, the only ballot selections that will be counted is from your most recent ballot if it's deemed eligible.

5) What can cause my ballot to be rejected?

- a) If the qualifying address you enter in your ballot is not within the boundaries of Powderhorn Park Neighborhood (Lake Street, Chicago Avenue, 38th Street and Cedar Avenue)
- b) If you select more candidates than the number of open seats this will result in your ballot being rejected. It will not be counted.

6) What step(s) is taken to verify a general membership eligibility to vote?

- a) PPNA staff base general membership eligibility on the address provided as part of information collected on a voters' board candidate ballot. The staff verifies that the address falls within the Powderhorn Park neighborhood boundaries.

GENERAL PROCESS FACTS

1) Can I cast a ballot for others in my household?

- a) No

2) How can multiple people within the same household cast their vote?

- a) If eligible, people who share the same address can cast their vote because a unique phone number is also required as part of information collected on the voter's board candidate ballot. The unique phone number is assigned to a person not the household.

3) Who tallies and verifies the votes?

- a) PPNA's Board Chair designates two current PPNA Board of Directors who are not up for re-election to tally eligible votes in the data file pulled from the association's database.
- b) The selected Board of Directors who complete the tally shares the results with the Board Chair and Executive Director who then shares the results with all eligible nominees.
- c) Once eligible board nominees are notified, association staff will release the information to the general public across its various communication channels.

4) What if I need election materials in another language?

- a) You can use the language translation plug-in on the PPNA website to see webpage content in Spanish or Somali. If you need information translated into another language, please contact us at info@ppna.org for support.