

Standing Rule on the Procedure for Appointing Special Interest Representatives
(APPROVED AT 12/19/2012 AVNC SPECIAL BOARD MEETING)

1. When invited to do so, each person interested in joining the board as a Special Interest Representative shall nominate themselves for candidacy by standing and stating their name at the meeting at which the appointments are to be made. In the instance that a candidate is unable to attend the meeting, prior to the meeting they shall notify either Co-Chair that they nominate themselves for appointment.
2. All candidates will be given two minutes to state their case for appointment to one of the Special Interest seats on the Board. Candidates are encouraged to take into consideration the compelling justification for the Special Interest role, stated in Article V, Section 1-G of [the Atwater Village Neighborhood Council Bylaws](#):
"...special interest representatives shall be made by appointment by the Board to ensure representation from any under-represented group or groups of stakeholders as delineated above, or to provide the board with particular expertise, assistance, or knowledge which would be of particular value to the board and the stakeholders, such as Atwater Village's Los Angeles Police Department community lead officer."

The order by which candidates shall state their case for appointment will be alphabetical by last name.

- a. In the event that a candidate is unable to attend the meeting, the candidate can email their statement to either of the Co-Chairs and have it read by the Secretary of the Board.
3. After each candidate has been given an opportunity to speak, the seated board members present at the meeting shall vote.
4. The seated board members shall vote by writing the names of the candidates that they feel best fulfill the roles of the Special Interest Representatives (as listed in Article V, Section 1-G of the bylaws). Each board member shall vote for no more candidates than the number of Special Interest seats to be filled. Each board member must write their own name on their cast ballot.
 - a. Ballots shall be available for review during the meeting at which the Special Interest seat(s) are appointed. Following the meeting, the ballots shall be kept and made available to the public for review upon request.
5. After all ballots are completed and turned in, the Secretary of the Board will count the ballots with oversight from a stakeholder not seeking appointment who volunteers to help with the ballot counting.
 - a. If only one (1) Stakeholder has made application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by a two-thirds vote of the Board present at that meeting.
 - b. If there are more stakeholders seeking appointment than open Special Interest seats, the candidate(s) that receive(s) the most votes are appointed.
 - i. In the event that there is a tie between two or more candidates and insufficient seats for the tied candidates to be appointed, there shall be a runoff between the tied candidates that are vying for the remaining seats. The candidates that have clearly been elected (i.e. received a greater number of votes than the tied candidates) and candidates that did not receive enough votes to be elected (i.e. received fewer votes than the tied candidates) shall be removed from the list of candidates that can be voted for in the runoff. In the second round of voting, the board members shall vote for the candidates who had tied in the voting for the remaining seats. The voting shall follow the above outlined process.
6. Once all of votes are tallied and confirmed by the overseeing stakeholder, the Secretary of the Board shall announce the results. The newly elected Special Interest Representatives will be sworn in by the Co-Chairs, and join the board. If a newly elected Special Interest Representative is not at the meeting, the Co-Chairs shall contact them to let them know they have been elected, and that newly elected Special Interest Representative will sworn be in by the Co-Chairs at the next scheduled Board meeting.

