



Board of Directors Election Procedures

for

Under Served Sector Representatives

9230 Kirby Drive, Houston, Texas 77054 (713) 393-4700

GULF COAST COMMUNITY SERVICES ASSOCIATION, INC.

Election Procedures

These procedures have been developed in accordance with current Gulf Coast Community Services (GCCSA) policy and Community Services Block Grant (CSBG) directives. The intent of these procedures is to gain maximum participation from the area residents in the election process.

I. Eligibility of Candidates

Candidates must meet the following eligibility requirements:

1. Must be at least eighteen (18) years of age.
2. Must be a resident of the area that he/she is seeking to represent.
3. Must not be an employee of Gulf Coast Community Services Association or the spouse, child, parent, sibling, relative by blood or marriage of comparable degree or individual living in the same household in a committed, romantic relationship.
4. Must not have been employed by GCCSA 24 months prior to being seated. Former employees, whose service up to the final day of employment was based on good standing, are eligible for membership.
5. Must not have been disqualified from participation in any publicly funded program(s) for violating that program's requirements during the past seven (7) years.
6. Must not have been convicted of any criminal business-related offense that indicates a lack of business integrity during the past seven (7) years.

II. Registration and Orientation

- A. Registration for candidates shall be open for ten (10) business days. The GCCSA Board of Directors shall determine the registration dates and publicly announce it as soon as possible.
- B. Candidates must file an application. Filing can be done in person at the agency's corporate office or via email. No faxes will be accepted.
- C. After receipt of all Candidates' Filing Applications, the GCCSA Board Election Committee shall perform the following functions:
 1. Conduct a candidate orientation session and explain to prospective candidates the function and purpose of the GCCSA Board of Directors.
 2. Assist in providing the necessary physical polling place(s) required for election for the targeted area.
 3. Validate voters' qualifications.
 4. Assignment of voter special assignment person, i.e. bilingual, disabled, etc.

III. Campaign and Election

- A. Candidates shall conduct their campaigns at their own discretion and expense.
- B. GCCSA staff will not be available to provide candidates with technical assistance.
- C. Elections will be held between the hours of 9:00 a.m. and 6:00 p.m.
- D. Elections shall be conducted by secret ballot. Ballots will be available in English and in Spanish
- E. Candidate names on the ballot will appear in alphabetical order.
- F. Upon selection of a candidate, voters will insert their ballot in the designated GCCSA election ballot box.

IV. Polling Stations

- A. Polling station will be open from 9:00 a.m. to 6:00 p.m.
- B. Members of the GCCSA Election Committee will serve as the polling station's administrators
- C. GCCSA Election members will be available to assist voters with special needs, i.e. bilingual, disabled, etc.

V. Voter Apparatus

Voting apparatus should be either a polling box or portable voting machines.

VI. Canvas

Ballot boxes and all election materials must be in the GCCSA Corporate Office within one hour and thirty minutes after the close of the election.

VII. Voter Eligibility and Documentation

- A. Voter must be eighteen years of age or older.
- B. Voter must be a resident of the target area being represented.
- C. Voter must sign-in to vote.
- D. Voter must present identification (i.e. Texas Driver's License or State issued Identification Card) verifying age and residence.

VIII. Final Tabulation

- A. Immediately following the conclusion of the election, the polling station administrators will deliver the ballots to the agency's corporate office for tabulation.
- B. The GCCSA Election Committee shall facilitate the tabulation upon receipt of balloted votes to confirm election results.
- C. The Election committee shall certify the election results upon tabulation of the votes.
- D. Candidates are welcome to attend and observe the tabulation and certification process
- E. Candidates will be elected by plurality vote. In other words, the candidate receiving the most votes, but not necessarily a majority, is declared the elected board member.
- F. In the event of a tie, the candidates tied for the most votes will participate in a run-off election. The election will be conducted at a date to be determined. Run-off candidates will be advised of the outcome and the run-off process.
- G. The results will be posted at each polling station on the Monday following the election(s).

IX. Disqualification

A candidate may be disqualified for violation of any of the above election procedures.

X. Seating of Elected Representative (s)

Elected representatives will be seated at the GCCSA Board of Directors meeting following the date of the election.

CHALLENGES and PROTESTS

The GCCSA Governance and Operations Committee (“Committee”) is designated by the GCCSA Board of Directors to hear challenges and protests

I. Procedures and Definitions

- A. Any challenges (stating all charges) must be made by the registered candidate (or write-in candidate) and must be filed in GCCSA'S Corporate Office on the first Monday following the election.
- B. The Committee will conduct an investigation and report the allegations to the GCCSA Board of Directors.
- C. The Committee will convene a hearing, which is a private forum in which the Grieving party's (who have challenged the elections) shall air his/her grievances. The hearing represents a formal, regular procedure and a vital channel of communication to ensure the grieving party's constitutional rights of due process, equal protection and equal treatment. All information received by the Committee from the candidate/grieving parties shall be recorded and all written testimonies must be by signed/sworn affidavit.

II. Hearing Agenda

The hearing will be conducted in accordance with the following agenda:

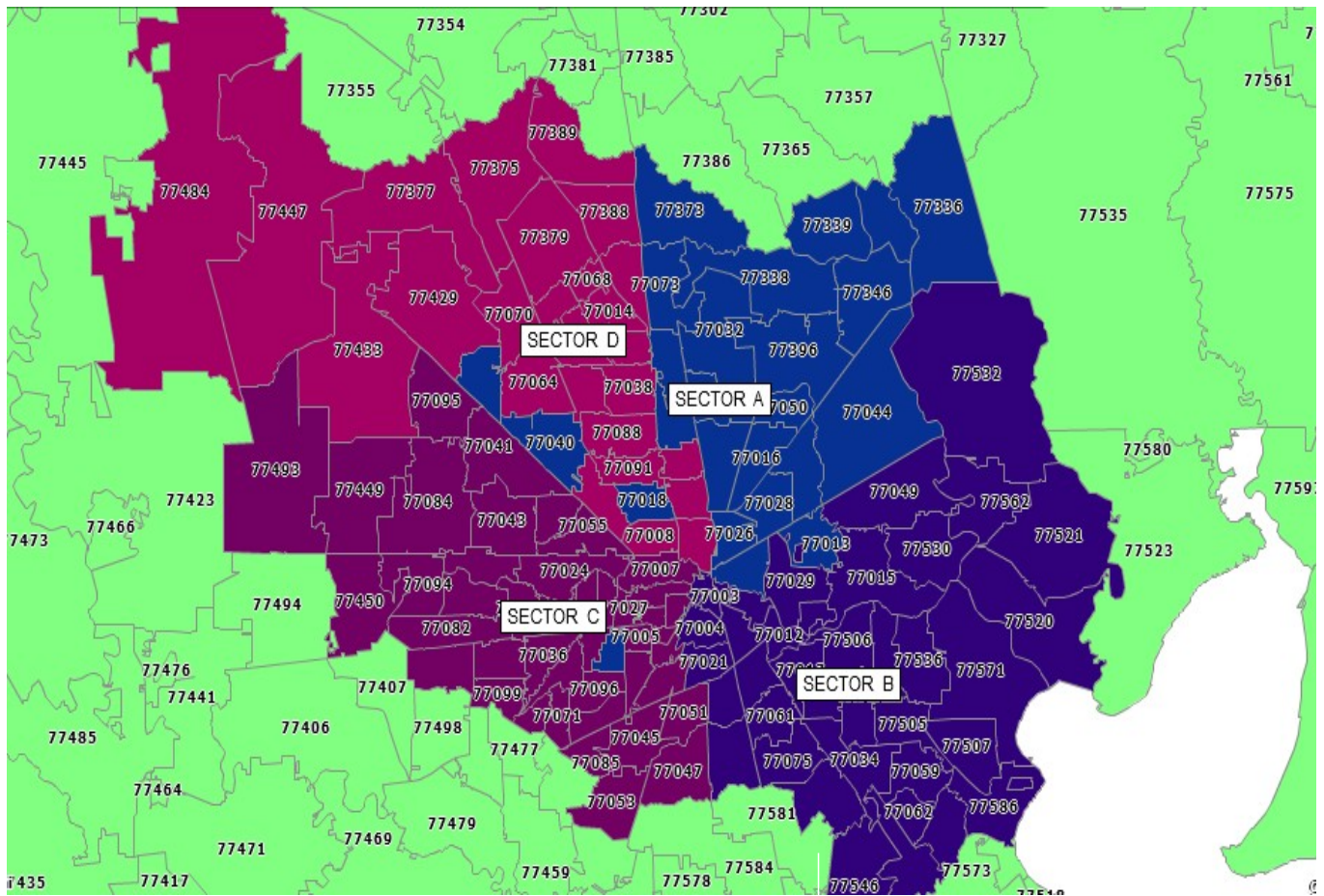
- 1. Presentation of relevant documentation to the Committee (must be sworn affidavits).
- 2. Presentation by grieving party (10 minutes).
- 3. Questions and answers by the Committee.
- 4. Summary of grieving party challenges (2 minutes).
- 5. Committee deliberation to render a decision.

III. Hearing Rules

The hearing will be conducted in compliance with the following rules:

- 1. The hearing will be conducted in a manner ensuring the grieving Party's rights of due process, equal protection and equal treatment.
- 2. The hearing is not a courtroom. It does not represent an adversarial situation or condition. It is a private forum designed to ensure fairness and impartiality.
- 3. Remarks from all participants will be directed to Chair as related to the particular issue at hand.
- 4. Irrelevant material and remarks will not be considered.
- 5. The Committee will render a decision to GCCSA's Board of Directors.
- 6. The Committee reserves the right to recess the hearing at any time during the proceedings and continue at a later date if deemed necessary.
- 7. The Committee reserves the right to indulge a deviation from any facet of the hearing due to a just cause.
- 8. The GCCSA's Board of Directors will make the final decision.

Gulf Coast Community Services Association, Inc Board-represented Under-served Sectors



Sectors Zip code Chart							
A		B		C		D	
77013	77345	77001	77062	77005	77057	77008	77429
77016	77346	77002	77075	77006	77063	77009	77433
77018	77373	77003	77087	77007	77071	77014	77447
77020	77396	77004	77089	77019	77072	77022	77484
77022	77401	77010	77502	77024	77074	77038	
77026		77011	77503	77025	77077	77064	
77028		77012	77504	77027	77079	77066	
77032		77015	77505	77030	77080	77067	
77037		77017	77506	77031	77081	77068	
77039		77021	77507	77035	77082	77069	
77040		77023	77520	77036	77083	77070	
77044		77029	77521	77041	77084	77076	
77050		77033	77530	77042	77085	77086	
77060		77034	77532	77043	77092	77088	
77065		77047	77536	77045	77094	77090	
77073		77048	77546	77046	77095	77091	
77076		77049	77547	77047	77096	77092	
77078		77051	77562	77051	77098	77375	
77093		77061	77571	77053	77099	77377	
77336		77052	77586	77054	77493	77379	
77338		77058	77587	77055		77388	
77339		77059	77598	77056		77389	

Guidance and Timelines for Under-Represented Area Elections

GCCSA will be facilitating elections for Under Served Area D. For guidance in determining if your residence is in a designated poverty sector area, please refer to the map on the next page. For specific questions regarding this process please contact Amanda Shelton, Director of Client Services via e-mail at SheltonA@gccsa.org.

Below you will find the applicable timelines associated with the elections as well as a brief description of that aspect of the timeline.

Election Communications – Week of March 1, 2020

GCCSA will promote the elections by strategically distributing flyers at Corporate Office, Head Start and Early Head start centers, posting to the GCCSA website and other media outlets.

Candidate Registration – March 9 – 23, 2020

Candidates will be given the opportunity to submit their name as a board candidate.

Candidate Orientation – March 24 – April 14, 2020

Interested Candidates must attend a mandatory orientation facilitated by key members of the Leadership Team.

Campaign Season – April 15 – 24, 2020

All registered candidates will be given an opportunity to present their case to the community for candidacy to GCCSA's Board of Directors.

Election Day – April 27, 2020

Seating of Representative - Board meeting following the election

Staff Election Procedures

1. Staff will report to assigned election site (GCCSA Corporate Office) by 8:30 a.m.
2. Staff will set up election site and greet volunteers before opening of site.
3. Site will open promptly at 9:00 a.m.
4. Staff will remain at site at all times to observe activities.
5. Lunch breaks must be at the site.
6. Administrators will visit site throughout the day. Any problems should be addressed with them at all times.

Voter Certification/Affidavit

I certify that I am qualified to vote in the GCCSA Board of Director Under-Served Area

Election being held on _____ at _____
Date voting location

I also certify that I meet the following voting eligibility criteria:

- am a target area resident
- am eighteen (18) years of age or older

Name (please print)

Telephone #

Street Address

City, State Zip Code

Voter Signature

Witness

Voting Station

Ballot for Board of Director Election
Under-Served Representative
Sector D

Ballot

Instruction: Place an “X” in a square beside the name of the candidate for whom you wish to vote, and then place in the **Ballot Box**.

Mark **only one** (1) square. You may vote for only one (1) candidate. Should you mark the wrong square and wish to make a correction, please return this ballot to the person in charge and request another ballot.

Candidates

John Doe

Mary Example

Gulf Coast Community Services Association, Inc.

Number of Persons Vote as of:

Location: _____

10:00 a.m.: _____

2:00 p.m.: _____

6:00 p.m.: _____

Signature of GCCSA Election Representative

**CERTIFICATION OF ELECTION RESULTS
FOR
UNDER-SERVED SECTOR D**

The ballots cast during the election for Under-Served Sector _____, conducted on _____
_____ 2020, were tabulated and certified. The results are as follows:

Candidate A X Votes

Candidate B Y Votes

Based on the certified votes tabulated, Candidate x is the duly elected Representative for Under-Served Sector D.

The following GCCSA staff does hereby attest that the ballots were tabulated and certified on this _____ day of _____, 2020.

Witness

Position

Witness

Position

Witness

Position

