

**ELECTIONS COMMITTEE MINUTES**  
**January 21, 2014**  
**Community Center Conference Room**

1. Call to Order

The meeting was called to order by the Chairman at 10:07am. Present were: Chairman, Kathie Graham and members, Jean Crawford, Joe Loewy, Elizabeth Ebner, and Mary Cassidy. Also present were Jan Pietrzak, ECIA Board Liaison, and Bill Donohue, ECIA General Manager.

2. Approval of Minutes

Joe Loewy moved for approval as corrected of the Minutes from the October 26, 2013 meeting, seconded by Jean Crawford. Minutes approved 5/0.

3. Approval of Agenda

Marry Cassidy moved to approve Agenda, seconded by Joe Loewy. Agenda approved 5/0.

4. Open Forum

A. Time-table for election process was clarified.

1. Nomination Petitions and candidate resumes due March 1st or next business day.
  2. ECIA Staff will validate Nomination Petition signatures and inform the Election Committee of the results. On March 4 Candidates will receive forum formats, the question for the forum and date for pictures to be taken for election packets.
  3. Elections Committee will meet on March 8th to finalize the time allotments for speakers at the forums, depending on the number of candidates, and review the vote counting procedure.
  4. Forum #1 will be March 15, Saturday, in the Railroad Room of the ECIA from 10am to 12pm.
  5. Voting Packets go out with the Annual Report, to be mailed late March.
  6. Elections Committee meets on April 8th to select questions from those submitted for the second Candidate Forum. Questions will be grouped by issues and chosen from those groups.
  7. Forum #2 will be April 16 from 7pm to 9pm at LaTienda.
  8. Ballots due May 1st.
5. Board Liaison Report
- A. Jan Pietrzak reported the Board retreat in January proposed two windows of dates in which to schedule candidate forums: March 8 to 11 and April 5 to 10.
- B. Jean Crawford asked if the Board is considering putting Lot and Block numbers on the ballot. ECIA does not plan to use the UBL for this election.

6. New Business

A. Candidate Forums

1. The committee agreed on the following format for the first Forum:
  - a. Moderator greets audience, introduces candidates and outlines rules (no applause, no cross debate, no interruptions, etc.). 2-3 minutes.
  - b. Opening statements by each candidate. Candidates speak in alphabetical order of last name. Time allotments TBD by the Elections Committee, depending on the number of candidates.
  - c. One question, determined by the Elections Committee will be asked of each candidate (in reverse order). The question is, "What are the three most important issues confronting the Board and the community and how would you address them?" Time allotments for answering the question TBD, as above.
  - d. Moderator closes Forum and introduces the next segment: a 'meet and greet' and time to talk with the candidates. Moderator directs audience to submit questions for the next Forum as they leave. Tables will be at door, where staff will have cards and pencils. Lot owners could also submit questions via email or in person at the ECIA office. Questions due by April 4th.
2. The committee agreed on the following format for the second Forum: a. The moderator will open the meeting and set the ground rules.

- b. The format of this forum will be to have the candidates answer questions supplied by the membership. No prior information about the questions will be given to the candidates. The moderator will hold the questions.
- c. Opening statements from each candidate, time allotments TBD as above.
- c. Seating of the candidates will be by lot.
- d. Question #1 will be asked of candidate #1, question #2 of candidate #2, and so forth. Time limits TBD as above.
- e. Cross debate will be allowed and given a time allotment, TBD, as above.
- 3. Moderator: Kathie Graham will check with the League of Women Voters and with Marilyn at ECIA for any information about getting a moderator.
- 4. Timekeeper: Joe Loewy volunteered to be timekeeper for both forums.
- 5. Jean Crawford and Mary Cassidy volunteered to be in charge of set up for the rooms of each Forum.
- 6. Jan Pieterzak will check with the Board's attorney as to the legality and limits of filming the Forums.
- 7. Bill Donohue checked with La Tienda to insure that the space is available.
- 8. Elizabeth Ebner will submit Marquee Message Request Form to ECIA notifying the membership of the Candidate Forums.
- 9. Elizabeth Ebner was asked to submit a blurb about the dates for the Candidate Forums for the February Vistas.
- 10. Candidates who are unable to attend one or both of the Forums will be given the opportunity to submit a written statement to be read by a proxy or the moderator, their choice.
- B. Annual Report  
Covered in Open Forum
- C. Vote Counting Procedure  
Will be continued at April 8th meeting.
- D. Recruiting Alternate Member  
Members reported that the search goes on. A blurb in the February Vistas was suggested. Elizabeth Ebner volunteered to do that.
- 7. Adjournment  
The motion to adjourn the meeting was made by Elizabeth Ebner, seconded by Kathie Graham and approved 5/0 at 12:26pm.

Respectfully submitted,

Elizabeth Ebner