



COMMUNITY ACTION ADVISORY BOARD (CAAB) ELECTION DOCUMENT

Elections for Low-Income Representatives and for Representatives of Private Organizations of the Community Action Advisory Board (CAAB) will be held on alternative years (therefore, each representative serves a term of three (3) years).

Low-Income Representatives (LIR) will be elected in public, non-partisan elections to represent three (3) designated geographic areas.

- A. Notice of the elections, filing date, and election date, will be announced through public notice, news media, or other public means, no later than 30 days prior to the election date.
 1. Options include but are not limited to:
 - a. Review notices/fliers to be attention-getting; use less words, make more interesting;
 - b. Post flyers in selected community centers, senior centers, libraries and other public places;
 - c. Advertisement may include county website [other examples];
 - d. CAAB members and staff give presentations on CAAB and distribute notices at selected centers, Head Start Policy Council meetings, Head Start Parent Connections groups, or [other public meetings examples];
 - e. Coordinate opportunities to meet the candidates; and
 - f. Advertise via the local county website, county publications, and delegate agencies publications.
- B. A person seeing elections to the CAAB must:
 1. Be at least 18 years of age at the start of the term;
 2. Be a resident of the designated geographic area for which elected; and
 3. File an application with the CSA Executive Director
- C. The elections will be conducted in accordance with County policy and a democratic election processes.
 1. Options include but are not limited to:
 - a. Identify six (6) well-attended libraries, community centers, senior center, or other highly-trafficked locations (2 for each of 3 areas);
 - b. Hold elections on a day when the selected sites are busy; and
 - c. On the selected day CSA staff will man the ballot boxes between times predetermined and advertised to the community, verify the eligibility of voters and count the votes.
- D. Voters:
 1. Must be eighteen (18) years of age;
 2. Must reside within the boundaries of the district-polling site; and

3. Must produce proof of residence in the area, although is it is not necessary for the resident to be a registered voter.
 - a. Acceptable proof will be:
 1. Photo I.D.
 2. Utility Bill
 3. Affidavit

A. Elections

1. Votes will be tallied by two members of the CSA staff immediately after elections have ceased. Results will be communicated in writing to the Chair of the CAAB or Vice Chair in the event of the Chairs candidacy during that election.
2. The election results will be canvassed at the next regular or called meeting of the CAAB. During this meeting, results will be certified and seating of the new member will occur.
3. In the event that the voting results in a tie, both candidates will be invited to attend the canvassing. Both candidates names will be placed in an open container. A representative of the CSA staff will draw one name from the container. The candidate whose name is drawn will serve as the newly elected member of the CAAB.

Representatives of Private Organizations (RPO)

- a. A private organization may be a business, industry, labor, religious, law enforcement, education or other major group or interest in the community served by the CAAB.
- b. Notice of selection of private organizations for the CSA/CAAB will be announced through public notices, news media, community letters, or other means (see options for the LIRs above).
- c. Private organizations seeking representation on the CSA/CAAB must file an application with the CSA for selection.
- d. The organizations will be selected by the seated Public Officials and LIRs within one month prior to the expiration of the term of office for the seated RPOs.
- e. The selection of the private organizations will be conducted in an open meeting of the CAAB.
- f. Each selected private organization will appoint its own Representative and Alternate.

Questions regarding the Election Document or the election process should be directed at the Hidalgo County Community Service Agency.