

RESIDENT ASSOCIATION RESPONSIBILITY FOR CONDUCTING THEIR OWN ELECTION

Resident Association wishing to conduct their own elections will be responsible for the follow:

Creating Association Meeting Notifications (General Meeting/Nominations and Elections)

Posting Notifications in the building (30 day between General Meeting and Nomination and 30 day from Nominations to Elections based Association By-law

Responsible for locating a 3rd Party Vendor to conduct the election process (3rd Party Vendor must be approved by NYCHA and/or CCOP)

Resident Association must provide meeting space for all meetings.

NYCHA'S ROLE IN ASSOCIATIONS CONDUCTING THEIR OWN ELECTIONS

NYCHA's Role is responsible for the following:

Responsible for approving all of the election notices.

Responsible for monitoring the entire Association Election process

Verifying compliance of the lease agreement based on information listed on the nomination acceptance form.

Responsible for verifying Residency during the election

Responsible for certifying the newly elected Board

RESIDENT ASSOCIATION – NOTICE OF POSTING MEETINGS

General Meeting- Notification should be posted 10 days in advance of the meeting.

HUD requires 30 day advance notification for both nomination and election meeting.

All stages of the election process must be prominently posted throughout the development in languages representing the resident population of the development.

Notices must include: Date, Time and location of the meeting, requirements to run for office, and requirements to vote.

GENERAL MEETING

1. Overview of the election procedures according to the bylaws/964 regs.
2. Formation of nominating committee by asking for volunteers.
3. Reminder of the nomination and election dates, Q & A

NOMINATIONS COMMITTEE *(if required)*

The main functions of a Nominating Committee are to:

Obtain names of all candidates, and there should be at least one nominee per position.

Advise candidates of the qualifications for office as determined by the By-Laws, NYCHA, and HUD Guidelines.

Find out whether the nominee would be willing to serve if elected.

Candidates identified by the committee who have completed a nominations acceptance form are not required to be present at the nominations meeting

NOMINATIONS MEETING

Establish a quorum, according to the bylaws.

Nomination committee report out.

Open nominations from the floor.

A description of each office roles and responsibility will be provided.

Residents can nominate themselves and/or nominate someone else for a position

Residents can be nominated for one or multiple positions

Proxies are not allowed

Advise on the next steps

Once candidates are nominated, they must be verified by management.

Eligible candidates are entitled to a poll watcher of their choice.

Reiterate election date, if required.

AFTER NOMINATIONS MEETING

Following the nomination meeting, NYCHA will verify tenancy and that each nominee is in compliance with their lease

Anyone deemed not in good standing will be ineligible from running for any executive board office. Ineligible candidates will be notified by NYCHA and will be given 3 days to rectify the situation.

Once all nominees have been vetted, NYCHA will notify the potential candidates.

NYCHA will post election flyers with the candidates' names and office they are seeking election

ELECTION DAY PROCESS

To vote in the election:

Resident must be a designated head of household (any age) or a member of a household, 18 years or older whose name is on the lease.

Residents will be required to show photo identification to obtain a ballot and cast a vote.

Elections take place for 4 hours. (EX; 3pm-7pm or 4pm-8pm)

**Times may vary if election is at a Senior Development*

Post-Election Signage

Set up Election Room

Verify Poll Watchers

Open Election – verify that Election box is empty and locked, have witness sign, date and include time

Tally Votes-

Close Election - verify that Election box is empty and have witness sign, date and include time

Announce 72 Hour protest period

Official notice to residents of the newly elected executive board will be posted (*if no protest takes place*)