



DOWNTOWN LONG BEACH ALLIANCE

APPENDIX I

ELECTION PROCEDURES

OF THE DOWNTOWN LONG BEACH

ALLIANCE

**Revised
August 21, 2019**

ARTICLE 1: ELECTIONS

The Board of Directors shall proscribe election procedures for the election of The Board of Directors. Such procedures shall be in place no later than the last day in February before the election. Any changes or revisions to the election procedures, including boundaries, shall likewise be made before the last day in February in an election year.

ARTICLE 2: BOUNDARIES OF AREAS AND ZONES

Section 2.1: Marketing Areas

The Downtown Parking Improvement Area (DPIA) consists of five marketing areas: East Village, North Pine, Pine Avenue, Waterfront, and West Gateway. The Board of Directors may vote to change the boundaries when necessary. In an election year, all boundaries will be determined by April 30. The current boundaries of each area are listed as follows:

- a. **East Village:** Beginning on the northeast corner of Long Beach Boulevard and 10th Street, east to the east side of Alamitos Blvd., south to the north side of Seaside Way., west to the mid-point of Long Beach Boulevard and north to the north side of 10th Street.
- b. **North Pine:** Beginning at the northwest corner of Maine Avenue and 10th Street, east to the mid-point of Long Beach Boulevard, south to the north side of 3rd Street, west to the west side of Golden Avenue, north

to the north side of 6th Street, east to Maine Avenue, and north to 10th Street.

c. **Pine Avenue:** Beginning at the southwest corner of 3rd Street and the mid-point of Long Beach Boulevard, south to the north side of Seaside Way, west to a point even with the mid-point of Pacific Avenue, north to the south side of 3rd Street, east to the mid-point of Long Beach Blvd.

d. **Waterfront:** Beginning at the southwest corner of Golden Shore Street and Seaside Way, east to the eastside of E. Shoreline Drive, south to a point at the mean high tide line of the Pacific Ocean, west to a point even with the west side of Golden Shore Street, and north to the southwest side of Seaside Way.

West Gateway: Beginning at the southwest corner of 3rd Street and Golden Avenue, east to the mid-point of Pacific Avenue, south to a point even with the mid-point of Pacific Avenue on the north side of Seaside Way, west to the westside of Golden Shore Street, and north to the southside of 3rd Street.



Section 2.2: Property-Based Improvement District Areas

The Property-Based Improvement District (PBID) consists of two service areas: Standard, and Premium. The boundaries are governed by the PBID Management Plan; revised June 2012, for a term of ten years and expiring December 31, 2022. In an election year, all boundaries will be determined by April 30. The PBID will encompass approximately 70 blocks of the core of the Downtown area bounded roughly by:

- Shoreline Drive to the south, including the Pine Avenue Circle
- Golden Shore to the west and
- Alamos Avenue to the east.
- To the north, 3rd Street in the western part of the PBID, 8th Street in the central part and 4th Street in the eastern part.

In general, the boundary includes approximately 60 “whole blocks”, the remainder includes portions of blocks. The properties within whole blocks have all their street frontages included in the activities, i.e., all four street frontages. The properties within a portion of a block have only the street frontage of the property included in the PBID boundary that receives the PBID activities. All properties within the boundary are included; there are no excluded parcels within the boundary.

ARTICLE 3: THE GOVERNANCE COMMITTEE

The Governance Committee shall:

- a. Meet and establish a Calendar (dates, letters of notification, slates)
- b. Send a public notice that those qualified to vote should receive a slate and, if it is not received, to communicate with the office of the Association.
- c. Conduct interviews of nominees utilizing a panel to be selected by the Governance Committee, made up of current Board Members, stakeholders, and others such as Board members of other organizations.
- d. Report to Chairperson the names of candidates nominated for the slates. After Board approval, the Governance Committee will call to verify their acceptance for nomination.
- e. Send slates of candidates to membership.
- f. Tally returned slates and report to Board Chairperson
- g. Consist only of board members whose terms do not expire in the upcoming election, except as stated in Article 3, Section k below.
- h. Not exceed seven (7) members.

- i. The Chair Elect of the Board shall serve as the Chair of the Governance Committee.
- j. The Past Chair of the Board shall serve as a member of the Governance Committee.

ARTICLE 4: ELECTION RULES

- a. Members from the DPIA Marketing Areas and PBID Benefit Zones are considered eligible to vote if qualified thirty (30) days prior to the date the slates are mailed.
- b. There shall be a public notice that those qualified to vote should receive a slate and, if it is not received, to communicate with the office of the Association.
- c. Official numbered slates are to be sent to the membership and returned not less than fourteen (14) days before the Annual Meeting. Faxed and copied slates will not be accepted. Slates received after the time closure will not be accepted. Voting by proxy shall not be allowed.
- d. On the slate shall appear the nominees recommended by the Governance Committee and approved by the Board.
 - (i). The Official slates shall consist of one (1) for the election of DPIA Directors and one (1) for the election of PBID Directors. Members of the DPIA shall vote only for nominees to fill DPIA Board of Directors positions; members of the PBID shall only vote for nominees to fill PBID Board of Directors positions.

- e. All PBID stakeholders' slates will be weighted based on annual assessment value, as determined by the Corporation.
- f. The City of Long Beach shall not vote during the elections for Board of Directors.
- g. Slates will be secured at the deadline and tallied by the Governance Committee before the next Executive Committee meeting.
- h. Board of Directors' elections will be determined by majority vote. Majority shall be determined based only upon the valid returned slates. In the event of a tie, the Board of Directors shall determine the winner by majority vote of those present.
- i. The Board of Directors and candidates will be notified of the results by the Chair of the Governance Committee.
- j. The tallied slates are to be secured by the Secretary of the corporation for thirty (30) days. The slates will then be destroyed by the Secretary of the Corporation.

ARTICLE 5: ELECTIONS OF OFFICERS

The Chair Elect, Treasurer, and Secretary shall be elected in the manner described below.

- a. The President and CEO shall inform the Board of Directors of candidates seeking the Chair Elect position or Executive Committee seats at least two (2) weeks before the annual meeting of the Corporation.

b. Candidates interested in serving as Chair Elect or on the Executive Committee shall inform the President and CEO in writing of their intention to run at least two (2) weeks before the annual meeting of the Corporation.

c. Candidates for the Executive Committee must have served at least one (1) year on the Board of Directors to be eligible for consideration.

d. Candidates for Chair Elect must have served at least one (1) year on the Executive Committee to be eligible for consideration.

e. At the annual meeting of the Corporation, voting directors shall elect the Chair Elect every year via private ballot or by acclamation if running unopposed. The election shall be determined by a simple majority of those voting Directors present at the meeting.

f. Unsuccessful candidates for Chair Elect may submit their names to run for an Executive Committee seat at the Annual meeting of the Corporation.

g. To fill a nine-member Executive Committee, the remaining seats shall be elected by the Board via private ballot or by acclamation at the Annual meeting of the Board. Those who receive the most votes shall be confirmed to serve on the Executive Committee for a term of one year.

h. At its first meeting of the fiscal year, the Executive Committee shall select the Secretary and Treasurer, who shall serve as officers for one (1) year.

ARTICLE 6: SUCCESSION OF OFFICERS AND SPECIAL ELECTION

- a. Should the Chair be unable to serve a complete term, the Chair Elect will assume the office of Chair and a new Chair Elect will be elected by the Board in a special election.
- b. Should the Past Chair be unable to serve a complete term, the Board will elect an Executive Committee member in a special election to complete the term.
- c. Should the Chair Elect, Secretary or Treasurer be unable to serve a complete term, the Board will elect a replacement in a special election.
- d. In the event of a special election, the President and CEO shall notify the Board of Directors at least thirty (30) days in advance of the meeting selected to conduct the special election. Directors interested in serving the position being filled in the special election shall notify the President and CEO in writing at least fourteen (14) days in advance of the meeting, upon which the President and CEO will notify the Board of candidates for the vacant seat at least fourteen (14) days in advance. At the meeting selected for the special election, voting Directors shall elect a Director, from among those who submitted their interest at least fourteen (14) days in advance, to the vacant seat via a private ballot, or acclamation if the candidate is running unopposed, with a simple majority.