



DOWNTOWN LONG BEACH ALLIANCE

APPENDIX I

ELECTION PROCEDURES

OF THE DOWNTOWN LONG BEACH

ALLIANCE

Revised May 2016

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 April 30 before the election. Any changes or revisions to the election procedures, including boundaries, shall likewise be made before April 30 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 south side of Ocean Blvd., 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 west side 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 west side of Long Beach Boulevard to the south side of Ocean Boulevard, west to a point even with east side of Pacific Avenue, north to the south side of 3rd Street, east to the west side of Long Beach Blvd.

d. Waterfront: Includes most areas south of Ocean Blvd. (but not including businesses on Ocean Blvd., Oceangate, Golden Shore, or Shoreline Drive west of Magnolia Avenue), even 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—south of Shoreline Drive between Golden Shore and Magnolia Avenue and south of Ocean Boulevard east of Magnolia Avenue, and east to a point even with the east side of Shoreline Drive.

e. West Gateway: Beginning at the southwest corner of Shoreline Drive and Magnolia Avenue, west on Shoreline Drive turning north to the north side of Broadway at the confluence of Shoreline Drive and Golden Shore, east on Broadway to the west side of Golden Avenue, north on Golden Avenue to the south side of 3rd Street, east on 3rd Street to the west side of Pacific Avenue, south on the west side of

Pacific Avenue to the south side of Ocean Boulevard, west on Ocean Boulevard to Magnolia Avenue (including Oceangate), south on Magnolia Avenue to the southwest corner at Shoreline Drive.

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 BOARD DEVELOPMENT COMMITTEE

The Board Development 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. Solicit nominees from recommendations, self-nominations, Board members eligible for re-election, and other reliable sources. Verify eligibility of nominees.
- d. Conduct interviews of nominees utilizing a panel to be selected by the Board Development Committee, made up of current Board Members, stakeholders, and others such as Board members of other organizations.
- e. Report to Chairperson the names of candidates nominated for the slates. After Board approval, the Board Development Committee will call to verify their acceptance for nomination.
- f. Mail slates of candidates to membership.
- g. Tally returned slates and report to Board Chairperson
- h. Consist only of board members whose terms do not expire in the upcoming election, except as stated in Article 3, Section k below.
- i. Not exceed seven members.
- j. The Chair Elect of the Board shall serve as the Chair of the Board Development Committee.
- k. The Past Chair of the Board shall serve as a member of the Board Development Committee.

ARTICLE 4: ELECTION RULES

- a. Members from the DPIA Marketing Areas and PBID Benefit Zones are considered eligible to vote if qualified thirty 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 in envelopes to the membership and returned in official numbered envelopes no later than fourteen 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 Board Development Committee and approved by the Board.
 - (i). The Official slates shall consist of one for the election of DPIA Directors and one 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 must be returned to the office of the Association within 14-days from mailing. Slates will be secured at the deadline and tallied by the Board Development 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 will be notified of the results by the Board Development Committee, who will call the candidates with the results.

j. The tallied slates are to be secured by the Secretary of the corporation for thirty 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 of the Corporation shall inform the Board of Directors of the date of the annual meeting of the Corporation and the Officers' election procedures at least one month in advance of the annual meeting.

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 weeks before the annual meeting of the Corporation.

- c. The President and CEO shall inform the Board of Directors of candidates seeking the Chair Elect position or Executive Committee seats at least two weeks before the annual meeting of the Corporation.
- d. 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.
- e. Unsuccessful candidates for Chair Elect may submit their names to run for an Executive Committee seat at the Annual meeting of the Corporation.
- f. To fill a seven-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.
- g. At its first meeting of the fiscal year, the Executive Committee shall select the Secretary and Treasurer, who shall serve as officers for one 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 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 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 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 14 days in advance, to the vacant seat via a private ballot, or acclamation if the candidate is running unopposed, with a simple majority.