



WEBB COUNTY COMMUNITY ACTION AGENCY



MAIN OFFICE 1110 WASHINGTON STREET SUITE 203

TELEPHONE (956) 523-4182 LAREDO, TEXAS 78042

WEBB COUNTY COMMUNITY ACTION AGENCY ADVISORY BOARD ELECTION PROCESS CATEGORY B

1. Hold Town Hall meeting throughout the area Neighborhood Centers.
2. This allows time for publicity and informational materials to be aired in media & delivered to residents of area.
3. Two weeks before the election posting, signage will also be posted throughout the community center notifying residents to place their nominations.
4. **PROCESS TO NOMINATE:**
 - a. Submit a letter of interest or
 - b. Complete a ballot or
 - c. Complete an application (when nominating self)
 - d. On the last day of the two week notice (24 hours prior to Election Day), all letter of interests, ballots, and applications will be submitted into a ballot box with two CAA employees will be present as assigned by the CAA Director between 9:00-5:00p.m. The two CAA employees will also collect the secured ballot box and submit it to the Executive Director.
5. **ELECTION DAY:**
 - a. Hold these meetings from 9:00 a.m. till 5:00 p.m.
 - b. Staff will assist in the coordination of these meetings along with members of the CAA Advisory Board's Election committee.
6. **QUALIFYING VOTERS/CANDIDATES:**

Voters and interested candidates must live within the Boundaries/parameters of the neighborhood area for which they are voting/wishing to be elected. Must present proof of residency which can consist of:

 - a) Driver's license;
 - b) Photo ID;
 - c) Utility bills in name of person, with address
 - d) Voter registration card
 - e) Student photo ID, etc.
7. Votes will be taken by private ballot.
8. Winner is one with **PLURALITY** of votes of those present.
9. The candidate with next highest number of votes will be **ALTERNATE**. In case of a tie vote, another election will take place immediately upon the canvassing of the election results to resolve the tie vote.



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10. COMPLETE BALLOT:

- a. Refer to the sample ballot attached
- b. *All fields must be complete:
 - i. Nominated printed candidate name with box checked off **OR**
 - ii. Write In – written candidate name with box checked off

11. INCOMPLETE BALLOT:

- a. If any of the fields mentioned on #10 are deemed incomplete, ballot will not be counted
- b. Ballot shall be discarded

12. TALLY VOTES:

13. Counting of votes/ballots shall be done by two different CAA employees assigned by the Executive Director
14. The Advisory Board will canvass the election results and certify winners at their next meeting following the CAA elections