

2021 Special Election Rules

CANDIDACY

1. There are specific requirements to become a Candidate for Altadena Town Council. Applicants must be at least 18 years of age, a citizen of the United States of America, a registered voter, a permanent resident of Altadena for two years prior to assuming office and must permanently reside within the Census Tract which they seek to represent.

2. Each individual requesting an application will be able to **download** a copy of the application, Welcome Letter with Instructions, and Candidate Information, ATC Bylaws, Ethical Standards, a map showing respective Census Tracts and a copy of these Rules from the web-site. These documents will be available at www.altadenatowncouncil.org.

3. The application process is as follows:

- Each applicant shall apply by delivering to the Chair of the Council a Letter of Qualifications and the same application as used in the most recent election.
- Each application must be accompanied by an application fee equal to that of the applications for the most recent election (\$35.00). Application fees must be paid by check, payable to Altadena Town Council, or money order; cash will not be accepted.
- Candidate applications may be delivered to the Altadena Community Center, located at 730 E Altadena Dr, or directly to Chairperson Veronica Jones at 2505 N. Canyada Ave, Altadena, CA. 91001.
- The deadline to deliver the application and fee is **January 11, 2022** at 5:00pm

4. On January 18, 2022 Candidates will be given the opportunity to make an oral presentation at the Altadena Town Council meeting. In the event that the candidate elects to not make an oral presentation, the Candidate's statement will be presented or read. It is not required but recommended that each Candidate appear and make an oral presentation of their qualifications, explaining their motivations and goals for seeking office. Oral presentations will be limited to three minutes.

ELECTION PROCEDURES

1. In the event that a Census Tract seat has been left vacant or becomes vacant for any reason, the seat may be filled permanently by an applicant. Any number of applicants from the community at large may apply for the seat provided they qualify for the position as in a general election.

2. In the event of only one application being made for the vacancy, the Chair shall present the application to the Council for 2/3 majority vote. Upon receiving a 2/3 majority vote, the applicant will fill the seat for the balance of the term.

3. In the event of two applications, the Chairman will present the application to the Council for a simple majority vote. The applicant receiving the highest number of votes will fill the seat for the balance of the term. The Chairman shall only vote in the event of a tie.

4. In the event of multiple applications (more than two), the Chair will present the applications to the Council for a vote. Should any one applicant receive a simple majority of the vote, they shall fill the vacancy for the balance of the term. Should none of the applicants receive a majority vote, the two highest scoring applicants shall be placed for a run-off with the applicant with the highest number of votes winning the seat. The chairman shall only vote in the event of a tie and in the event of multiple ties will the Chair have the deciding vote.

5. Any applicant who is not accepted to fill a vacancy shall be remitted his/her filing fee.