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2022  
Neighborhood  
Officer Election

# During the session we will discuss:

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- Qualifications and Procedures under the Citizen Participation Plan (CPPlan)
- Absentee Voting
- Election Day Voting on Tuesday, October 18 2022
- Ballot Counting
- Final Results and Auditing

# Election Timeline

## **May 9**

Any individual who wishes to run for office must be a resident of the neighborhood by May 9, 2022.

## **August 1**

Voters may begin to request Absentee Ballots using our online form

## **September 6**

Individuals interested in running for office must submit Declaration of Candidacy by September 6.

# Election Timeline

## **September 9**

Official Ballot will be completed and published on our webpage at [www.birminghamal.gov](http://www.birminghamal.gov)

## **September 20**

Voters final day to request an Absentee Ballot

## **September 26 – October 11**

Voting absentee in-person will be available at City Hall

## **October 11**

CRS Division final day to receive Absentee Ballots with proof of residency

# Election Timeline

## **October 18**

2022 Neighborhood Officer Election at designated Polling locations throughout the city

## **November 1**

Election Contest Submission Deadline

## **January 12**

Neighborhood Officer Installation & Swearing-In Ceremony

## **January 16**

Newly Elected Neighborhood Officers take office

# Qualifications

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- Candidate must be **18 years of age** and a resident of the City of Birmingham.
- Must resided in the neighborhood on the qualification date for at least **120 Days**.
- Candidate must attended at least four (**4**) of that neighborhood's meeting during the previous (**12**) months, prior to the deadline.

The Community Resource Services Division will use official meeting attendance sheets and/ or minutes to verify the meeting requirement.

- Candidates must complete the Declaration of Candidacy Form and submit it to the Community Resource Services Division prior to the deadline.

## The following provision has been made if no qualified candidate submits a Declaration of Candidacy Form:

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- If candidate **does not meet the stated four (4) meeting attendance** qualifications for a neighborhood officer may still be allowed to submit a Declaration of Candidacy Form.

The form will be held by the Community Resource Services Division until the qualifying deadline.

- If no one meeting all of the established candidate guidelines has submitted a Declaration of Candidacy Form, the Community Resource Service Division will certify the form from the interested resident for inclusion on the printed ballot.

# Election Procedures

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The Community Resource Service Division shall have responsibilities in neighborhood elections which include, but are not necessarily limited to the following:

- Acquiring all neighborhood polling places
- Securing poll worker with the assistance of the neighborhood association and two alternated poll workers

The selection vote for poll workers must be in the neighborhood association minutes. If a neighborhood fails to select poll workers by the deadline for their neighborhood elections. The Community Resources Services Division will designate poll workers for that neighborhood.



# Election Procedures (cont.)

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Community Resource Service Division shall do the following:

- Prepare poll supplies
- Conducting training sessions for poll workers
- Supervising polling places during Election Day
- Making public the unofficial total number of votes for each candidate in each neighborhood.

The Community Resource Service Division will establish the qualifying deadline for candidates to qualify to run for neighborhoods office at least **six (6) weeks prior** to the neighborhood election date.

# Absentee Voting

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Absentee ballots will be provided upon request by application to the Community Resource Service Division. Beginning August 1 voters may utilize our online form to request Absentee Ballots.

Those residents who wish to vote, but are unable to go to the neighborhood polling site only election day, may vote Absentee for any of the following reasons:

- Disability or illness
- Absence from the city

All returned absentee ballots must be received by the Community Resource Service Division by 5:00 p.m. on October 11, 2022 through the U.S. Postal mail service.

# Election Day Procedures

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- Staff, Poll watchers, and Volunteers will be present at designated Polling Locations on Election Day – Tuesday, October 18th.
- Voters will sign in and have their proof of residency verified before receiving a ballot for their neighborhood association.
- To show proof of residency, all voters in neighborhood elections should present the same identification as is required for all Alabama city and state elections, such as driver's licenses, utility bill, gun permits, hunting and fishing licenses, etc.

# Election Day Procedures

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- Once the voter receives their ballot they will follow the instructions, and indicate on their ballot, their vote for the office of President, Vice President, and Secretary.
- Anyone may be elected to a neighborhood office by means of having their names written on the ballot at the regular neighborhood polling site on election day. In the event that a write- in candidate received majority of the votes he/she must meet the age, residency, and neighborhood meeting requirements.
- Voters must then place their ballots into the sealed ballot box.

# Example Ballot

Each Neighborhood Association will have it's own ballot.

The ballot will state the qualifying candidates name and the office they wish to be considered for.

Space will be provided for a write-in candidate for each candidate. In the event that a write-in candidate receives majority of the votes he/she must meet the age, residency, and neighborhood meeting requirements.

**Voters must indicate who they wish to vote for by marking (X) on the ballot to indicate their choice.**

**Central Park Community**  
**OFFICIAL BALLOT**  
CITY OF BIRMINGHAM, ALABAMA  
CITIZEN PARTICIPATION PROGRAM ELECTION

The voter should not sign this ballot.

Space is provided for a write-in candidate for each position.  
Vote (X) for only one candidate for each position.

October 18, 2022

**PRESIDENT**

- Susan Watson (Write In)
- Melody Johnson (Write In)
- \_\_\_\_\_ (Write In)

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**VICE PRESIDENT**

- Hubert Ratcliff (Write In)
- Jasmine Flowers (Write In)
- \_\_\_\_\_ (Write In)

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**SECRETARY**

- Alicia Williams (Write In)
- Tomeka Stone (Write In)
- \_\_\_\_\_ (Write In)

# Ballot Counting

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- Once the Polling Location Closes, Staff will collect all sealed ballot boxes and return to City Hall to tally the votes. Staff, Poll watchers and Volunteers will then prepare the results of the Officer Election.
- Where deemed appropriate, such as in very close races, etc., the Community Resource Services Division shall be responsible for recounting votes prior to making public the results of these races. *The results of any recounts shall be certified by the City Clerk before they are made public.*
- An Unofficial Tally will be completed and published on our webpage at [www.birminghamal.gov](http://www.birminghamal.gov)
- In the event that no candidate receives a plurality, the position shall be filled at the first regular neighborhood meeting with nominations received from the floor and with the use of a secret ballot.

# Procedures for Contests

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- Any qualified candidate who was not elected to an office may contest the results of the election.
- A contest can be made on the basis that the election was not carried out in accordance with the procedure established in the Citizen Participation Plan and that failure to carry out these procedures altered the results of the election.
- An election contest must: be in writing, be signed and dated by the candidate contesting the election, include in details all of the allegations of infractions upon which the election is contested.
- Supported documentation must be received by the Supervisor of the Community Resources Services Division no later than 5:00p.m. on the tenth (10<sup>th</sup>) working day following the election – November 1<sup>st</sup>.

# Procedures for Regular Elections for Community Advisory Committee Officers

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- The president, vice president or secretary of the Community Advisory Committee (CAC) shall be elected by secret ballot during the first community meeting, after the election of all neighborhood officers.
- In order for an election to occur, majority of the neighborhood officers must be present.
- A Community Resource Services Division staff member shall:
  1. Receive nominations from CAC members present
  2. Have the newly elected neighborhood officers vote on slips of paper to ensure secret ballot
  3. Tally the vote and share the results.
  4. Hold a run –off secret ballot election between the two candidates receiving the greatest number of votes provided that no candidate receives a simple majority of the votes cast in the initial balloting.
- The same procedures are used to elect the vice president and secretary.



# General Procedures for Special Elections to Fill Vacancies

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- If the position of the President becomes vacant it will be filled automatically by the Vice President.
- If the Vice President choose not to fill the position of the president, it will be filled through an election by secret ballot, following nominations from the floor, which should take place during the first meeting, after the meeting at which the vacancy is announced.
- The Vice President is to preside over the meeting until a new President is elected.
- If the position of with the Vice President or Secretary becomes vacant, it will be filled through an election by secret ballot following nominations from the floor.

# Contact us:

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