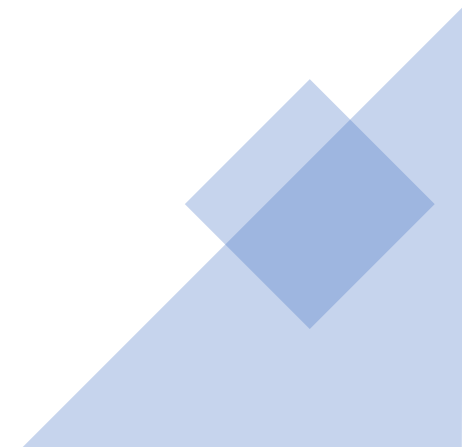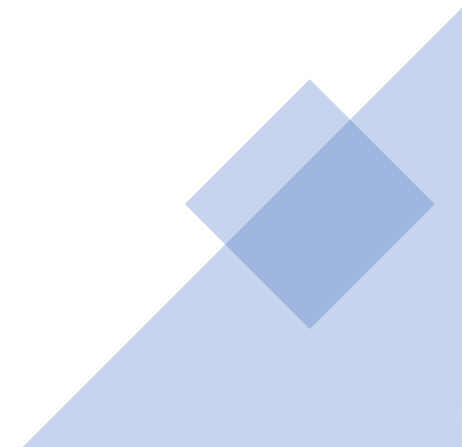# NA Elections During a Pandemic

Look at your NA's Bylaws

- Neighborhood associations must abide by state law (ORS 65), Office of Neighborhood Involvement Standards, their bylaws, and any policies they have adopted. Each neighborhood association's bylaws and policies outline requirements for annual elections differently, making it important to review and familiarize yourself with your organization's bylaws and policies specifically.

Key Areas

- Notice to members must be provided 30 days in advance with date, time, location and description of topics to be covered, full agenda can be provided later

- Your bylaws state who can be a member of the NA, generally it is someone that resides (renters) in the neighborhood, owners of property, and business license holders or a representative of a business or organization

- Members must consent to be members

- Board eligibility is covered in your bylaws as well

Reminder About Outreach

- Call to action- get people interested and excited

- Rather than focusing on process or definition you should focus on outcomes

- Share successes, projects and work from the past year to help people understand the work of a NA and get them more interested in the NA

- This will add clarity and build enthusiasm

- Make sure to spread information about your candidates ahead of your election!

- PRACTICE PRACTICE PRACTICE with your virtual meeting platforms before the actual meeting

General Meetings

- Since State of Emergency has been excited and large gatherings will likely not be allowed for a few months you should prepare to hold meetings virtually

- General meetings can be a time to update members on elections process, allow nominations from the floor, candidate speeches, share NA successes, give reports

- NA's should continue sending out this information in newsletters or social media posts as well

- Continue to send meeting minutes to SEUL

- PRACTICE PRACTICE PRACTICE with your virtual meeting platforms before the actual meeting: practice polls, handraises, muting, phone systems

- Communication funds can be used to cover costs of virtual meeting platforms

Slate/Hand-raise

- Coordinate with your staff liaison to set up a zoom meeting, meeting should have 2 facilitators/co-hosts
- Provide your members with both the zoom link and call in number(should be part of the notification)
- You can turn on the registration feature on zoom calls so anyone joining has to enter their name and email before they join the call (sign-in)
- Before the election begins everyone on the call should verbally state where in the neighborhood they live and verbally certify that they meet the NA member eligibility criteria
- Record the meeting and send to your staff liaison
- Zoom also allows virtual hand raises and polls so elections can also be conducted through those means

Electronic

- A ballot can be created online using Microsoft or Google Forms, ballots should remain secret (this is stated in most bylaws) so please send the information over to your staff liaison and they will create an online ballot

- Some people may have trouble accessing internet and you do not want to get in trouble for excluding people so I recommend a physical ballot drop off site in the neighborhood

- People that cannot or do not want to vote online can walk over to the ballot drop off site, fill out a paper ballot and leave it in the ballot box (all while following social distancing rules)

Electronic

- You will need a volunteer, table, chair, ballots, ballot box- contact staff liaison if you need help acquiring any materials (these will be taken to SEUL by your staff liaison and counted 2-3 days later)

- If your bylaws require elections to be at a general meeting or allows nominations from the floor then please set up a call and hold a general meeting, this would be a good time to share past year successes, check in on your neighbors and allow nominations from the floor

- Elections can remain open for up to 24 hrs so if online ballots open at 7pm they can remain open until 7pm the next day, only ballots submitted within that 24 hr period will be counted