

PLANNING MEETING #1 - STNC BOARD SELECTIONS

WORKING TASK LIST | DRAFT TIMELINE: DECEMBER 2026 - MAY 2027

WHY "SELECTION"? STNC's 2026 Bylaws say that, instead of an election, STNC conducts a selection process, governed by the approved Selection Manual. This is an STNC-administered process rather than the City Clerk-run Neighborhood Council election process.

SELECTION DAY - DECIDE: Proposed: Saturday, May 15, 2027 (3rd Saturday), 10:00 AM-2:00 PM, in person only / no vote-by-mail. Confirm date, hours, location, rules and approved Selection Manual before publishing.

LAST GO-ROUND: 2025 Selection Information: <https://www.stnc.org/page/viewPage/2025-selection-information>

OTHER STNC PAGES FOUND: 2025 "Run for a Seat" news page; 2024 Selection Procedures/Manual; candidate filing form; Outreach committee archive; 2023 Outreach page with election timeline/task-list supporting documents. Assign one person to inventory, update, archive and keep all Selection pages current.

TASKS / OWNER / TARGET

TASK	WHO	WHEN
Confirm Selection Day, hours, location; approve "in person only / no vote-by-mail" plan	_____	DEC 2026
Review 2026 Bylaws + prior Selection Manual; draft 2027 Selection Manual / procedures	_____	DEC-JAN
Confirm Selection Committee structure and roles; coordinate with approved Selection Administrator	_____	DEC-JAN
Inventory all stnc.org Selection/election pages, PDFs, forms, old links; decide what stays/archives	_____	DEC
Build/update one main 2027 Selections page; assign ongoing web-page owner	_____	JAN-MAY
Add prominent links from STNC home/front page to 2027 Selections page; test mobile + desktop	_____	JAN + ongoing
Create master calendar: candidate filing, verification, statements/photos, voter info, Selection Day, results	_____	JAN
Create candidate filing form + instructions; confirm seat eligibility/document requirements	_____	JAN-FEB
Plan outreach: email, social, website, local groups, businesses, schools, community events	_____	JAN-MAY
Create flyers for candidate recruitment + community meet-ups/info sessions; translations as needed	_____	JAN-MAY
Schedule candidate/community meet-ups; locations/Zoom if used; post notices and follow-up materials	_____	FEB-APR
Prepare voter instructions: who may vote, proof/documentation, regions, Selection Day logistics	_____	MAR-APR
Create ballot plan and final ballots after candidates are certified; proofread + test counting process	_____	APR-MAY
Selection Day location logistics: reserve site; confirm hours/access, ADA access, parking, tables/chairs, restrooms, power/Wi-Fi, keys, setup/cleanup and signage	_____	DEC-APR
Select/approve a neutral Selection Administrator to supervise the process; identify candidates and bring appointment to STNC for a vote	_____	DEC-JAN
Recruit/train Selection Day volunteers; check-in, verification, ballots, line flow, accessibility, security	_____	APR-MAY
Prepare supplies/signage/ballot boxes/tables/privacy areas; final site walk-through	_____	MAY
Publish final reminders; conduct Selection; count/certify/post results; archive records/pages	_____	MAY

DRAFT TIMELINE

DEC 2026: Set date/location; organize committee/admin; review rules; web inventory. **JAN 2027:** Approve procedures/manual; launch 2027 page; front-page links; outreach calendar/forms. **FEB 2027:** Candidate recruitment + meet-ups; flyers/social/email/community outreach. **MAR 2027:** Candidate filing/verification; candidate statements/photos; voter education. **APR 2027:** Finalize candidate list; create/proof ballots; recruit/train volunteers; logistics. **MAY 2027:** Final outreach; Selection Day; count/results; archive records and website materials.

BALLOTS - WORKING ASSUMPTION TO VERIFY

Plan for approximately 5 ballot versions: one for each of Regions 1-4 plus a Community Interest version, with the applicable at-large/special seats included as allowed by the approved rules. Confirm exact ballot structure against Attachment B and the 2027 Selection Manual before production.

MEETING #1 DECISIONS TO LEAVE WITH: Selection Day/date/time/location; location logistics lead; candidates for neutral Selection Administrator (appointment requires STNC vote); committee assignments; website owner; manual/procedure lead; outreach/flyer lead; candidate/voter forms lead; ballot lead; next meeting date.