

# Sunland Tujunga Neighborhood Council

## SPECIAL BOARD SELECTIONS MEETING #1 Minutes



Draft

**Monday, September 28, 2026 • 6:30 p.m.**

*IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.*

1. CALL TO ORDER, Cindy Cleghorn, 6:40 pm
  - Attendance: Cindy Cleghorn, Karen Moran, Sherry McCoy,
  - General announcements. Per Cindy, this is an Introductory Meeting. Future meeting dates are flexible; this is scheduled prior to the LUC meeting. Cindy showed, on the stnc.org website, the Board Selections info (May 2027) and the last Selection Manual which gives detailed info about Selections including dates, etc.
  - Cindy pointed out the list of volunteer responsibilities on the stnc.org website, soliciting volunteers. The path is stnc.org,>committees>Executive>Selection>[STNC\\_Planning\\_Meeting\\_1\\_Selections](#) (See below, after last item)
  - STNC Bylaws, Standing Rules, Training Requirements, Expectations
2. DISCUSSION REGARDING SELECTIONS PLANNING COMMITTEE FOR SELECTION OF STNC BOARD TO BE HELD MAY 2027
3. DISCUSSION REGARDING TIMELINE FOR STNC BOARD SELECTIONS
4. DISCUSSION ON WHO WILL CHAIR THE COMMITTEE AND WORK ON THE COMMITTEE
5. SET MEETING SCHEDULE
6. ADJOURN, 6:56pm

## 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.