

# DON

## Director's Rule 2-2021

<b>Agency:</b> City of Seattle Department of Neighborhoods	<b>Page</b> 1 of 2	<b>Supersedes:</b> N/A
	<b>Publication:</b> TBD	<b>Effective:</b> For 2021 calendar year
<b>Subject:</b> Establishing process and timeline for conducting 2021 member elections for the International Special Review District and Ballard Avenue Landmark District boards.	<b>Code and Section Reference:</b> SMC 23.66.020 & SMC 25.16.040	
	<b>Type of Rule:</b> Code Interpretation and Procedures	
	<b>Ordinance Authority:</b> SMC 23.66.020 SMC 25.16.040	
<b>Index:</b> SMC 23.66.020 & SMC 25.16.040	<b>Approved</b>  Andrés Mantilla, Director Department of Neighborhoods	<b>Date</b>

### BACKGROUND

[SMC 23.66.020](#) and [SMC 25.16.040](#) direct DON to administer board member elections annually for the International Special Review District (ISRD) and Ballard Avenue Landmark District (BLD) according to each district's adopted Rules & Procedures.

Each district's adopted Rules & Procedures involve significant in-person contact to carry out required election activities. Therefore, 2020 elections were postponed due to health and safety considerations related to the Covid-19 pandemic.

The ISRD and BLD last held board member elections in 2019. They currently have five and three board positions, respectively, that require replacement. [SMC 23.66.020](#) and [SMC 25.16.040](#) authorize the DON Director to modify adopted Rules & Procedures, including guidance pertaining to the board member election process.

## **MODIFIED ELECTIONS IMPLEMENTATION PLAN AND TIMELINE**

DON has developed the following implementation plan that will apply temporarily to the board elections in 2021. This plan simultaneously addresses the requirement to hold annual board member elections in ISRD and BLD, adheres to the timelines for noticing, nomination periods, and registration periods outlined in the adopted Rules & Procedures, and prioritizes community health and safety amidst the current Covid-19 pandemic. This Director’s Rule also adheres to the existing rules for voter eligibility and registration requirements in both districts.

By October 15	Publicize, post, and mail notices of election and nomination period	ISRD	BLD
September 24- October 15	Host at least two in-person voter registration events	ISRD	BLD
November 2	Nomination period closes	ISRD	BLD
November 1	Voter registration period closes	ISRD	
November 8	Mail ballots reflecting nominees and their bios to all registered voters	ISRD	
November 16	Voter registration period closes		BLD
November 17	Mail ballots reflecting nominees and their bios to all registered voters		BLD
November 30	Election Day (ballots must be received by DON by this date)	ISRD	BLD
December 1 - 6	Post ballot returns on DON Historic Preservation website	ISRD	BLD
December 6	Distribute results to candidates and media outlets	ISRD	BLD
December 7	Challenge window closes	ISRD	BLD
December 14	Conduct runoff election in the event of a tie	ISRD	BLD
December 21	Conduct additional election in the event of a substantiated election challenge	ISRD	BLD
December 31	Send appointment forms to Clerk’s Office if no challenge received	ISRD	BLD

## **MODIFIED ELECTIONS PROCEDURE**

Board member election procedures for the ISRD and BLD will be temporarily modified for the 2021 calendar year. The modification will consist of voting exclusively by US Postal mail rather than in person. Additionally, the election date for the ISRD will be Tuesday, November 30, 2021 rather than Tuesday November 16, 2021. The election for BLD will also be Tuesday, November 30, 2021. This rule will be in effect for the duration of the 2021 election process. Thereafter, each District will revert to its prior adopted Rules & Procedures unless modified by rule or ordinance.

