



**Community Action Commission**  
County of Riverside Community Action Partnership

**POLICY NUMBER: CAP-III-2- 7212022**  
(Policy Number: Bylaws Article#/Section#/Policy date approved by HWS-CAP

**SUBJECT: LOW-INCOME REPRESENTATIVE COMMISSION ELECTION POLICY**

**REFERENCES:** The Commission follows information prepared by the Office of Community Services regarding CSBG and specifically on the selection of low-income representatives: *Representatives of Low-Income Individuals and Families* and Cal. Code Regs. Tit. 22, § 100605 - Tripartite Board Composition

(<https://www.law.cornell.edu/regulations/california/Cal-Code-Regs-Tit-22-SS-100605>)

Every effort will be made by the commission and CAP Riverside to assure that there are board members representing low-income individuals and families and have been selected based on a democratic selection process procedure.

**REVISED DATE:** July 21, 2022 / Housing Workforce Solutions – County Counsel

**REPLACES:** Policy dated 7/10/2017, recorded on the 7-20-19 Commission Minutes

**SCOPE:** -----

**APPROVED BY COMMUNITY ACTION COMMISSION Date:** \_\_\_\_\_

\_\_\_\_\_  
COMMISSION SECRETARY SIGNATURE / DIRECTOR'S SIGNATURE

**BACKGROUND**

6-14-2022 BOS approved Commission Bylaws:  
ARTICLE III, COMMISSION SELECTION PROCEDURES  
Section 2.

**Selection Procedure for Low-Income Sector Commissioners:** The representatives of the low-income sector shall be low-income individuals or shall be representatives of the low-income community from each supervisorial district chosen in accordance with a democratic selection procedures set forth in the Low-Income Commissioner Election Policy adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program. An alternate will be selected using the same democratic selection procedures. Each alternate is expected to appear and participate in all regular meetings as if they were a member. Each alternate has the right to vote at a regular meeting in the absence of the primary member. Each low-income sector member and alternate shall represent their designated supervisorial district.,

## **POLICY**

### **LOW- INCOME COMMISSIONER ELECTION POLICY (CONTINUED)**

## **PURPOSE**

The federal CSBG Act mandates that at least one-third of its board members be democratically selected representatives of the community served. The Low-Income Commissioner Election Policy prescribes written democratic selection procedures for Low-Income Commissioners, including the identification, recruitment, and election/selection of a low-income sector board member; primary and alternate.

## **DEFINITIONS** (IF ANY)

## **POLICY**

**ELECTION BY BALLOTS CAST BY LOW-INCOME PEOPLE IN THE SERVICE AREA; ELECTION AT PUBLIC FORUM OR A TECHNOLOGY EQUIVALENT PLATFORM ALLOWING A DEMOCRATIC SELECTION AND MAXIMUM FEASIBLE PARTICIPATION.**

The Low-Income Representative Commission Election Policy method allows for community election of low-income representatives at a single event, bringing all candidates together (in-person or virtually) and allowing for settlement of the vacant seat.

### 1. Candidate requirements:

- a. Be at least 18 years of age.
- b. Reside in the supervisorial district where the vacancy exists.
- c. Submit an application to the CAP Riverside staff liaison; the application must be complete and received by the stated publicized deadline to be considered.
- d. Candidates need not themselves be low-income; however, preference in selection shall be given to low-income individuals.
- e. May not be a County of Riverside staff person, a member or family of the Community Action Partnership of Riverside County staff, the Community Action Commission (CAC) or the Board of Supervisors.
- f. Individuals are not eligible to submit an application for candidacy/election if they have been removed from the commission at any time.
- g. Elected candidate will not be seated/appointed until the background check is completed and cleared.

### 2. Election Suggested Timeline

Anticipated vacancies should be addressed timely by the commission and or CAP staff. Planning a low-income commissioner election may incorporate a recruitment process started approximately 110 days before a member end of term. Allowing the following recommended timeline whenever possible:

- 30 days for recruitment/applications, including up-to 5 days to publicize the vacancy/recruitment and organize election platform
- 5 to 10 days for applications to be reviewed (depending on number of applications received)
- Up to 4 days for the election/vote
- Up to 4 days to count/verify/validate/tabulate and communicate vote results as applicable.
- 30 days for background check clearance.
- Up-to two days following a background clearance to draft Form 11 (Board of Supervisors appointment recommendation based on the election results)
- Up-to (typically) 30 days to process Form 11 for BOS appointment.

## **POLICY** (CONTINUED)

### 3. Election Process

- a. **Vacancies:** A vacancy on the CAC will be publicized by press releases, flyers distributed to the low-income area residents, or in other public locations.
- b. **Public Notice:** Public notices and press releases issued will contain the application submission (date/time) deadline, how to apply, election close date, and name and e-mail address of a Community Action Partnership of Riverside County staff person who can provide more information. The staff person will respond to inquiries with a brief description of the composition and purpose of the CAC and offer to forward more information and an application.  
Public notice may be sent to organizations such as community-based organizations, churches, Riverside County Departments, cities and other social service agencies within the geographic area in which candidates are being solicited, including delegate agencies. Each notice may be accompanied by a cover letter requesting that the recipient organization post the notice in a location readily visible to the members of the public and or share the notice electronically.
- c. **Applications:** Applications will be accessible online at [www.capriverside.org](http://www.capriverside.org)  
Applications will be reviewed by commission members and or CAP Riverside staff to verify candidate requirements are met. Application listed references will be contacted in relation to community service experience/involvement indicated on the respective application. Applications must include/attach a biography/resume.
- d. **The Ballot:** Applicants meeting all requirements will be listed as a candidate on the ballot. Write-in candidates are not allowed.
- e. **Candidate Statement:** All candidates will be advised to prepare/submit a candidate statement applicable to the election format (in-person or virtual).
- f. **Elections:** Date, time, and place/format of the election will be publicized. Elections shall be held at the designated time and place. The (physical or virtual) site will be monitored by Agency staff persons as applicable.
- g. **Voters:** All voters must self-certify to meet CSBG poverty guidelines.
- h. **Board of Supervisors Appointment:** The new member(s) will be seated at the next regular meeting of the Community Action Commission after completion of all candidate requirements including the background check clearance and Board of Supervisors official appointment.

### 4. Voting Procedures

- a. Voters will be asked to vote for the candidate of his/her choice. CAP staff will promote maximum feasible participation.
- b. Ballots containing the names of the candidates will be accessible to voters. Each candidate will be permitted to speak (approximately five minutes) on behalf of their candidacy for in-person public forums or submit a video candidate statement (approximately two minutes or less) for a virtual election.

**POLICY**

**VOTING PROCEDURES (CONTINUED)**

- c. Ballots will be numbered. Voting will be by secret ballot. Ballot numbers will be automatically generated electronically for virtual elections. Voters will be instructed to self-certify that they meet voting requirements; voter will provide name, full address, self-verification that they meet CSBG income guidelines, and a signature to the corresponding ballot number or electronic self-verification for virtual ballot.

After the voting is concluded, commissioners and/or CAP staff will count and validate ballots. The candidate receiving the most votes will be recommended the **Primary** representative, and the candidate receiving the second highest number of votes will be recommended the **Alternate**, to the Board of Supervisors.

In the event of a tie vote, a run-off election will take place using the same process.

Once the low-income sector member and the alternate are elected in accordance with the Low-Income Commission Election Policy, the name of the elected low-income sector member and alternate will be submitted (Form 11) to the Board of Supervisors for appointment. If a low-income sector member or alternate is not appointed by the Board of Supervisors, the democratic selection procedure set for in the Low-Income Commission Election Policy shall be followed again.

**OTHER** (\*Any other section needed for a particular policy would go here)

**ATTACHMENT # \_\_\_:** [Name of attached document]