

2018-2019 PROCEDURE COMMITTEE REPORT¹

1) Overview of How the Procedure Committee (PC) Functioned

- a) **Explain how the chair/vice chair were selected this year, how the remaining TVCC appointees were chosen, whether and why any outgoing CNC members failed to roll onto the PC, and what decisions were made about unfilled appointments or vacancies.**

The chair and vice chair of the 2018 PC were selected at the final meeting of the Citizens Nominating Committee (CNC) in January 2018 by a majority vote of the members of the CNC then present. Before the vote, the members of the graduating CNC class were given an opportunity to volunteer for the PC leadership positions. The candidates voted on were the two members of the CNC graduating class who volunteered to assume the chair and vice chair positions respectively. The vice chair agreed to assume the title of PC treasurer.

Aside from the members of the CNC third year graduating class and the previously elected chair and vice chair from that class, the remaining members of the PC were appointed by the Town and Village Civic Club (TVCC) through outreach to members of the wider community of Scarsdale volunteers who had served previously on the PC or CNC, members of the Confederation of Scarsdale Neighborhood Association Presidents (SNAP), those who had experience on the School Board Nominating Committee (SBNC), and residents who had supported the party opposing CNC-chosen candidates for Village office in the previous two Village election cycles. The final appointees reflected this diversity of civic engagement.

Of the remaining CNC graduates, two chose not to participate on the PC for personal reasons that were explained when the PC chair attempted to persuade them to continue. SNAP chose again not to appoint two members to the PC, which the 2018 PC leadership learned had been the case in prior years in derogation of Non-Partisan Resolution (NPR) requirements. The TVCC was only able to recruit 9 instead of 10 appointees. Despite these vacancies and unfilled appointments, the PC continued operating with 17 members. The roster list was maintained and was more than adequate to fulfill the duties of the PC, even though two additional CNC graduates attended one or two of the first meetings and thereafter dropped out without explanation. One appointee, who because of work conflicts attended the first meeting only, nevertheless continued to communicate recommendations on procedural rules and amendment proposals by email. After working on the most critical projects during the first four months, two appointees eventually declared their candidacy for the CNC and, as required under the NPR, resigned from the PC by August 15, leaving 15 members on the roster.

These changes in staffing did not affect the functioning of the PC or the ability of its working members to fulfill its administrative responsibilities and achieve its goals, and therefore no replacement appointments were made.

¹ This report, updated January 31, 2019, was initially prepared as a preliminary response to the Scarsdale League of Women Voters (LWVS) requests for information and for a presentation by the PC chair, by invitation, at the LWVS December 10, 2018 Information Session. Except for a statement of revenues and expenditures, a report is not required by the NPR but is provided from time to time as a public service by the Procedure Committee.

b) Describe the division of labor and how subcommittees were created and staffed.

The 2018 PC began at its first, organization meeting at the end of March 2018 with a plan to operate collaboratively as a cohesive group on the major responsibilities of recruiting candidates to run for seats on the CNC, reviewing the Non-Partisan Resolution (NPR) and drafting potential amendments, reviewing CNC Rules of Procedure and drafting potential recommendations (non-binding), establishing a calendar for deadlines and public notices required under the NPR and, later on, conducting the CNC election and a fundraising campaign. The PC discussed the community's publicly expressed interest in changes to the nonpartisan system since the last amendments to the NPR several years ago. Members self-identified their areas of interest in staffing these subcommittee responsibilities. Those members who had served previously on the PC took the lead on creating a digitalized calendar. Those who had prior experience, for example on the SBNC, created a password-protected Google spreadsheet for sharing proposals made by members regarding NPR amendments and CNC Rules of Procedure. And the member who had worked previously as webmaster on the PC's website continued in that capacity. Going forward, others combined their experience and expertise to work on the CNC election and the fundraising campaign. Written material was drafted with the input of those with drafting experience, which was then vetted by either the entire group or a subcommittee before publication. The PC met monthly, though often in smaller subcommittee groups. There were seven in person meetings at Village Hall (March 26, May 2, May 23, June 26, July 24, August 28, and October 3), and one brief meeting was conducted by phone conference (October 9). Agendas were distributed in advance of meetings and minutes were distributed to keep the entire committee informed about PC activities and planning. Frequent communication among committee members was accomplished through email between meetings or by phone.

c) Describe the leadership transition efforts from the prior year's PC to the current PC.

Leadership transition consisted of extensive efforts to gather information about process and procedure by the 2018 chair, who contacted the 2017 chair,² the 2011 chair, and others in prior PC leadership positions, including treasurers and those who were involved in prior NPR amendments. The 2018 chair requested digital files, memos and any other extant historical records that had not been uploaded previously on the PC website. The 2018 chair had already formulated a 2018-2019 PC agenda that included not only amendments to the NPR but creation of a set of procedural guidelines for the PC. The suggestion in the LWVS January 22, 2018 consensus statement, that successful leadership transition is critically important "to lessen the learning curve for incoming chairs and institutionalize practices that future PCs need to replicate," provided an additional incentive to go forward with drafting an Operations Manual for release to the incoming PC before its organization meeting in spring 2019.

d) Describe the use, if any, of a central repository of files, memos, and similar historical records memorializing activities, timelines, lists of prospective candidates, and roles/responsibilities of those who served on the prior years' committees.

The records on the PC website were found to be incomplete, and many were corrupted or improperly saved and could not be opened. There were apparently no timelines or activity lists created or kept for future use, nor lists of prospective CNC candidates. Few annual reports were accessible. On the recommendation of the chair, the 2018 PC was determined to improve the archive system by uploading key documents on the website that needed to be publicly available, such as the proposed

² The 2017 vice chair had moved from Scarsdale and therefore was unable to succeed to the chair position.

amendments to the NPR, and the grid listing by Election Unit the names of CNC candidates and current CNC members. The PC also created numerous media releases, a comprehensive, multi-page monthly timeline, a FAQ sheet, an election day punch list, recommendations for CNC Rules of Procedure, and other useful templates, in addition to starting work on a draft PC Operations Manual and a compendium of former CNC and PC members, which were planned for completion by the beginning of the next PC's activities in 2019. The PC also agreed to work on a platform for retention of historical records in a central repository which will be easily accessible to future PCs and to plan for a website overhaul. Documents appropriate for the education of the public about the system were uploaded to the PC website. A system for saving certain digital files in a restricted access repository for use by future PCs was contemplated as part of a future website upgrade.

e) Comment on any problems that arose and compare them to the prior years' experiences.

PC administrative performance, according to previous PC chairs, is typically measured by effective CNC recruitment and fundraising to cover expenses. 2018 was no exception. Compared with the challenges of CNC recruitment, every other task in the PC's administrative portfolio was relatively straightforward and achieved expeditiously and competently through collaborative teamwork, the input of prior PC leadership, and the assistance of longtime, helpful vendors.

Volunteerism generally had been reported to be declining across many sectors. The public's expressed aversion to run for and lose an election, even for service on a caucus with such a relatively brief time commitment as the CNC, is a significant drawback that makes it difficult to achieve fully contested Election Unit neighborhood elections. PC and volunteer recruiters throughout the community reported that some potential CNC recruits refused to participate if their Election Unit neighborhood election were to be contested. It became apparent during recruitment efforts that residents are averse to losing or simply do not want to run against their neighbors.

The additional challenge in 2018 among the five Election Units was three additional vacancies: a 2-year and a 1-year term vacancy in just one Election Unit, and a 1-year term vacancy in a second Election Unit. (See Section 3 below.) In a sense, these vacancies made these Election Units contested because candidates were vying for positions of differing term lengths. With one other Election Unit partially contested, and another fully contested, that left only one Election Unit with two regular vacancies uncontested.

2) Policies, Procedures, and Guidelines

a) Did you make any recommendations to the CNC in regard to its rules of procedure or other matters?

The Procedure Committee submitted twenty-four separate recommendations to the CNC regarding its rules of procedure: (1) in response to thirteen CNC requests for guidance from the PC made in the CNC's January 2018 Annual Report, and (2) based on the experience of the CNC graduates newly serving on the PC. Recommendations made covered the following broad categories: confidentiality of CNC proceedings, nepotism, conflict of interest, due diligence, supplemental inquiries, CNC organization meeting items, and additional process issues. Issues covered ranged from the use of cell phones and digital notetaking during CNC meetings, to the use of internet searches on candidates running for Village office. A copy of the 2018 PC's recommendations to the CNC are available on the PC website in the 2018 PC Forms section.

b) With the passage of all amendments to the Resolution eliminating the TVCC's role in both the PC and the CNC, how will the campaign committee be formed this year?

The NPR is silent on the issue of what should happen after the CNC nominates a nonpartisan slate of candidates in order to get that slate elected. Since the PC is only charged to consider amendments to the NPR, to run the CNC Election Unit neighborhood elections, and to make non-binding suggestions to the CNC to improve its processes, making recommendations about future campaigns for the election of the nonpartisan slate or individual candidates is outside the PC's mandate and scope of study under the NPR.

CNC-nominated candidates have traditionally chosen to run together as a slate. That arrangement is a norm, not a practice established by the NPR. There is nothing in the NPR or New York State Election Law to prevent future CNC-nominated candidates from deciding to run in a less coordinated fashion, including utilizing one or more campaign committees to support their individual candidacies rather than as a group. Several slates had in recent years chosen to run under the name "Scarsdale Citizens' Non-Partisan Party," although its format is fundamentally ad hoc, informal, and flexible, and there are no formal party structures, governing documents, requirements for membership or leadership, or party platforms.

3) Recruiting Candidates for CNC Election

a) When and how did you learn of additional vacancies in Edgewood (1) and Heathcote (2) that needed to be filled?

There were three unfilled vacant seats of less than full terms for which the PC had to recruit: (1) the one-year vacant seat in Edgewood arose after the end of the 2017-2018 CNC's term, when a second year voting member had to resign in order to accept a position in the Bronx County District Attorney's office; and (2) the two-year vacant seat in Heathcote arose when, following the conclusion of the December 2017 CNC organization meeting, a first-year voting member resigned for personal reasons, and the one-year vacant seat in Heathcote arose when, in August 2018, a second-year voting member moved from a home in Heathcote to one in Quaker Ridge. In each case, the NPR rules were followed to determine the length of terms to be filled and whether the candidates would be able to run to succeed themselves, which is only possible in the case of one-year vacancies.

b) When and how did the PC begin to recruit?

The PC began early, proactive recruitment efforts at its first meeting on March 26, 2018, when the chair advised all members that recruitment of CNC nominees, to ensure a contested election, was the PC's single most important priority. The PC's first press release was published within three days. The chair requested recruitment updates at every monthly meeting from summer through fall 2018. The recruitment message was repeated in numerous: press releases published in the Scarsdale Inquirer and the website Scardale10583.com, in postings on the PC's website, and in additional news items that were published until all candidates' applications and commitments to run had been secured by October 7, 2018. The PC took every opportunity to educate the public about the rewards of serving on the CNC, the modest time commitment, and the virtues of the nonpartisan village election system. For example, after Labor Day, PC representatives including the chair set up an information table and a supply of

informational fliers at the Parks, Recreation and Conservation Department's September 25 outdoor Sports Jamboree and met with visitors about running for a seat on the CNC.

c) What efforts were made to enlist the help of current CNC members, neighborhood associations, and other community organizations?

The PC took early affirmative action to seek help to recruit CNC members through emails and personal communication with current CNC and past CNC members, SNAP members representing all neighborhood associations, and other community organizations such as the Scarsdale Forum, members of the SBNC, and personal friends who reached out to their contacts in the community across all Election Unit neighborhoods. The PC took note of the potential recruitment overlap with the SBNC's recruitment efforts. The PC heeded the advice of prior PCs that personal contact rather than impersonal emails was the most effective CNC recruitment method. Based on the advice of the 2017 and earlier PC leadership, a rigorous phone campaign was conducted by the PC and its contacts to secure CNC candidates for the Election Unit ballots. The PC also considered holding a pre-election public forum about the nonpartisan system after Labor Day with the LWVS, which ultimately did not materialize, although the PC chair made a presentation about the proposed NPR amendments at the LWVS public information session on October 22, 2018.

The PC was mindful that, anecdotally, CNC recruitment is a challenge because potential candidates do not relish the idea of losing an election or running for a position against their own neighbors. In 2018, one of the most frequently expressed sentiments by residents who declined to run for a seat on the CNC, of any term length, was that they did not want to run in a contested election.

d) When/where were announcements made?

Numerous announcements reaching out to the community for CNC recruits were made continuously from March through the beginning of October 2018, and were only discontinued once the final slate of Election Unit candidates was completed. The completed PC Operations Manual and/or the updated PC website may in the future include copies of 2018 PC's press releases and published articles.

e) Comment on any problems that arose and compare them to the prior years' experiences. See response to Section 1.e.

f) Describe what impact, if any, last spring's contested village election [2018] had on this year's efforts to recruit CNC candidates?

It would be difficult for the PC to state with any certainty, without empirical data from a community survey, the nature of the impact on the public of the last two contested village office election cycles on CNC recruitment. There was a fully contested mayoral/trustee slate in March 2017, and a contested slate for one trustee seat in 2018. While these two contested elections attracted relatively larger voter turnout, and the nonpartisan slates prevailed by wide margins, there were also features of partisan electioneering atypical for Scarsdale which could have affected the public psyche. The PC is unable to assess objectively however whether there was a corresponding impact on CNC recruitment.

4) Election

a) Describe the steps taken to publicize the election, including general PR and get out the vote efforts, and voter education efforts.

Publicity for the election and the proposed NPR amendments, which were to appear on the same ballot, began with a preliminary amendment period to solicit public feedback and sentiment during the month of April. Within a few weeks following the March 2018 election, the PC reached out to the community through press releases and letters to the editor to local media and civic organizations about the CNC election soon after the PC's organizational meeting on March 26. The PC also established an early timeline to facilitate the June to August 90-day public comment period for the amendments. The first press release was issued on March 29. The 90-day period was launched with a press release on June 1. Reminders to the community at the 60-day mark at the beginning of July and the 30-day mark at the beginning of August were also published in letters to the editor and other commentary in print and online media to encourage the public to submit comments. A preliminary markup of the NPR, last amended in 2012, and a one-page summary explaining the twelve proposed amendments, were posted on the PC's website at the beginning of the process. The initial amendment proposal was then replaced by an updated markup incorporating public comments. Timely PC website postings included landing-page updates, the candidate and mail-in amendment ballots, and a PDF copy of the election brochure that had been mailed to all Scarsdale households. To encourage public feedback, the email addresses of the PC chair and vice chair and the names of all PC members were included on all media submissions and election related publicity, in addition to educational information about the nonpartisan village election system.

As soon as the CNC candidates had made a commitment in writing to run, and all application paperwork had been submitted by October 7, 2018 as required by the NPR, the candidate grid was finalized for the cover page of the election brochure, listing by Election Unit both current CNC members and CNC candidates. The grid was publicized and also uploaded to the landing page of the PC website to inform residents of the identity of their neighbors who were running as well as those already serving on the CNC and participating in the nonpartisan system. The PC made use of all available publicity opportunities, and published many more than the number of public notices required by the NPR.

The civic organizations and media outlets to which many notices were sent included the Scarsdale Forum, SNAP, the TVCC, the Scarsdale Inquirer, which only publishes on Fridays in print, and the website Scarsdale10583, which was able to post notices and articles on request most days of the week, not just through its Thursday blast. PC notices informed the public repeatedly about the date, times and polling place of the election at the lobby of Village Hall on November 13, 2018, and the change of the election day to the Tuesday after the national, state and local midterm elections. Notices included information about the mail-in ballot option of voting and the places where hard copies were made available to voters at Village Hall, the Girl Scout House, the new Library Loft annex, and on the PC website for downloading.

Besides mailing the Election Brochure to the community, placing notices in the Scarsdale Inquirer and on Scarsdale10583, and distributing press releases, the PC approached media outlets that are less likely attract attention but still have a Scarsdale focus, like Scarsdale Hamlet Hub, Scarsdale Daily Voice and Scarsdale Patch. In 2018, for the first time the PC placed a Facebook event online about the CNC November election. Facebook users could RSVP to indicate they would attend (i.e., vote), could share with their networks, and could post to their own pages to help spread the word. It included a direct link to the mail-in ballot if voters wished to pursue that option, and reminded voters that CNC voting is open to all qualified voters in Scarsdale, regardless of political party affiliation.

b) Discuss this year’s brochure and mail-in ballots – design, mailing, availability, cost.

The design of the 2018 Election Brochure was similar to previous years although the candidate grid on the first page included an additional, companion grid listing current CNC members. The 2018 brochure was uploaded on the PC website. Errors made the previous year about the mail-in ballot were corrected. The summary of the proposed NPR amendments was included in the brochure, but not the entire 6-page amendment ballot. The text about the nonpartisan system was updated. The School District office provided a digital address list of all Scarsdale residents for use by the print vendor, Printcraft. Mailing to all residents was done by Printcraft on Monday and Tuesday, November 5 and November 6 so that the brochure would be received by voters by November 7. The chair notified the vendor (Printcraft) that she had personally received her copy of the brochure by mail on November 7, not just as a courtesy but as confirmation to the vendor that its mailing was successful.

The proposed amendment ballot and explanatory information for use in the mail-in ballot was drafted by the PC chair and drafting subcommittee and was approved by the PC. A template of the twelve-amendment summary was created during the summer months for use during the 90-day public comment period, for use on the PC website, and in readiness for submission to the printer as part of the brochure once the CNC candidate list had been finalized by October 7.

As stated by the PC chair at the LWVS’s October 22, 2018 Information Session, the PC did not anticipate any impact on its annual budget from the administration of the proposed amendments, which were ratified by a significant majority of the residents who voted in the November 13, 2018 CNC election. The typical PC expenditures had been fairly constant from year to year, such as professional printing of the election brochure (mailed to all residents), postage, Village Hall meeting room permits, stationery and copying. The addition of proposed amendments in the 2018 election brochure did not substantially affect the printing cost because, according to the printer: “the printing cost is very close to last year. . . (sic) actually more work to do the 6-pager [in 2017] because the middle two pages have to be inserted by hand. Postage is almost same. . . , only about \$15 difference.” Postage was expected to fluctuate modestly depending on the number of households, which varies from year to year, and periodic changes in postal rates.

The 2017 PC post-election report to the LWVS had made an interesting suggestion about saving the expense of printing and mailing the election brochure:

“It may be time to consider posting the Candidate Brochure only on the website, as a download to be read digitally or printed out by individual recipients. To fulfill the requirements of the Non- Partisan Resolution (or amend it if necessary), simple small postcards can be sent to all households at a fraction of the current \$3000+ cost. The printed

brochures are still often overlooked by recipients and the cost and effort don't seem justified by a 5% voter turnout. The vast majority of Scarsdale residents are computer savvy enough for this change."

The 2018 PC didn't make any changes based on this suggestion because of the significant number of proposed amendments that had to be adequately communicated to the public. Other factors considered were the absence of evidence that the brochures are overlooked by the community, the validity of assumptions about the extent of computer use by voters, or that voter turnout might be negatively impacted without a brochure mailing. Indeed, copies of the 2018 printed brochures made available at the polling place were consulted by some voters before voting.

c) Describe this year's polling – staffing, signage, parking, polling hours.

At the Village Hall polling place on election day, Tuesday November 13, there were always at least two to three or more PC election subcommittee members staffing the intake table and supervising the table where voters could be seated while filling in their ballots at the polling place. Voting was light during the morning polling hours of 7AM to 10AM, possibly due to a rain storm that lasted into the afternoon. Inclement conditions may have suppressed total voter turnout, although the weather had cleared somewhat by 2PM when the voting resumed. The Village Hall lobby roof leaked, causing puddling of water on the floor near the entrance door and entryway. Village staff had to mop the floor in the polling area throughout the morning polling hours. An informal count of morning voters was estimated at only approximately 60. The majority of hundreds more voters arrived towards the end of the afternoon after the rain had stopped through the close of polling at 9PM.

The PC organized an effective election subcommittee comprised of PC members and outside volunteers, most of whom had served on previous PCs, CNCs, and prior elections. The PC had alerted the Village Clerk over the summer about the change in election day to the second Tuesday of November. The census lists by elementary school neighborhood had been obtained in advance from the School District office. Closer to election day the PC had requested furnishings and gathered adequate supplies. Ballots, color-coded and copied two to a single sheet, had been cut in half by vendor Copy Stop so that voters didn't have to fold them to fit into the ballot box slots. Arrangements were made with the Village Clerk to have staff on hand at 6AM to set up tables, ballot boxes and chairs requested by the subcommittee to accommodate all five Election Unit ballot boxes and a sixth ballot box for proposed amendments. During the 6AM setup the PC taped sample color-coded Election Unit ballots to each visible side of the locked ballot boxes. The cover page of the amendment ballot was taped to the amendment ballot box. A single copy on white paper of the PC's polling place notice was taped to the entrance door to the Village Hall lobby. It was reported that the LWVS had set up "vote here" signage at both street entrances to the Village Hall parking lot. Ballot boxes were brought by PC volunteers into the Village Clerk's office for safekeeping during the 10AM-2PM midday break in polling. Since the Village Clerk was present for the Village Board meeting, she was personally able to give custody of the ballot box key to the PC chair at the end of the afternoon.

Staffing, signage, parking and polling hours were more than adequate to accommodate all voters. Two long tables and chairs were set up, one for voter intake in front of the lobby display case bench, and the other for voters to sit at while filling in the amendment ballots (parallel to the front doors). A smaller table was placed in front of the intake table to accommodate the ballot boxes. Voters were first asked to fill in their names and street addresses on a numbered sign-in sheet affixed to labeled Election Unit clipboards on the table in front of each corresponding ballot box. Election committee staff sat at the longer table behind the ballot boxes, checking in voters by hand in blue Election Unit census

binders, asking if they had filled in the sign-in sheet (and determining if they had already voted by mail-in ballot) before handing out one candidate ballot and one amendment ballot per voter. Mail-in ballots kept in a separate pile later throughout the day and after final pickup from the Post Office, were invalidated by in-person voting. A separate table was set up under the staircase for supplies and snacks for use by the election committee. The evening polling hours coincided with a special public meeting on a proposed dog park initiative followed by a regular Village Board meeting, both held in Rutherford Hall during polling hours. The change of the voting day to a Tuesday did not appear to cause any interference with the polling and may have contributed to some additional voter turnout.

d) Explain this year’s tabulation efforts – handling of mail-in ballots, tallying results.

There were 10 election committee volunteers present by or before 9PM for the tabulation Election Unit ballots and amendment ballots when polling closed. PC volunteers proceeded to determine which candidates had won positions for each Election Unit. For Election Units without a “contested” seat, volunteers nevertheless counted every ballot to ensure that no quantity of write-in candidates or other unusual circumstance would affect the outcome. Given the large volume of amendments and ballots cast for amendments, the PC decided to count first only those ballots for which a “Yes” vote was indicated for all amendments. This was done because this subset of votes appeared to be the most common by far, and it seemed likely that counting these ballots alone would be enough to determine whether all twelve amendments collectively passed or did not pass. This was a critical piece of information both to relay to the public and to the soon-to-be-convened CNC, as the amendments would affect how the CNC conducted its business.

There were approximately three dozen mail-in ballots. They were tabulated the same way, except the Election Unit candidate ballots (which were not color coded) had to be counted separately from the amendment ballots. Special attention was given to the mail-in ballots voters had downloaded from the PC website and copied double-sided, to make sure the candidate ballots appearing on the reverse side of a page were included in the tabulation. The chair and vice chair were responsible for the final tabulation of ballots and ruling on any disputed matters including the validity of ballots, as provided under NPR Art. IV.10. In response to LWVS requests for a granular ballot breakdown following the election, tabulations were reviewed and the requested information was provided.

To ensure the integrity of the 2018 election and in accordance with the rules, several ballots which were delivered to the PC’s Post Office Box 284 after election day were not counted, including a ballot postmarked November 8, 2018 that, inexplicably, had not been delivered to Box 284 by Post Office personnel until the second week of March 2019.

e) Describe this year’s overall financing – fund raising efforts, breakdown of all expenses.

The NPR amendment provides for public reporting of PC revenues and expenditures. (NPR Art. II.5) The PC’s fundraising efforts were underway during November and December 2018. A few donors mailed in funds immediately after the November 13 CNC election. A flyer created over the summer by the PC was personalized with handwritten notes and mailed after the CNC election to select residents who had donated in the past. Expenditures in 2018 totaled \$4,232.59. The total was somewhat more than was spent by the PC in 2017 when (1) certain expenditures were estimated or omitted, (2) the PC had fewer meetings requiring reservation fees and apparently was not charged by the Village

for the use of the lobby for the election, and (3) because there were no amendments in 2017, the CNC election brochure then was somewhat less costly. A large amount of copying was done “in house” by PC members at their own expense, although hundreds of copies of the mail-in ballot including the amendment ballot had to be done by an outside vendor.

Thanks to the 2017 PC’s successful fundraising campaign (beginning in summer 2017), and the generosity of Scarsdale’s donors who support the nonpartisan system, the 2018 PC was able to schedule fundraising closer to the traditional year-end holiday giving season. This calendar realignment had been recommended by the 2017 PC and the LWVS. But because of the conflict with year-end holiday fundraising by other organizations, the PC recommended that the next PC commence the mailing to donors closer to or even before November 1.

The balance in the PC bank account when the 2018-2019 PC held its Organization Meeting on March 26, 2018 was \$1,983.38. An additional \$544.04 in donation deposits (credited to the 2017 fundraising effort) was deposited by the outgoing PC treasurer at the end of March 2018, yielding funds in hand of \$2,527.42. Revenues received from fundraising during November 2018 through March 2019 were \$3,533.62. After accounting for expenses incurred of \$4,232.59, the balance in the account as of March 31, 2019 was \$1,828.45. The following chart represents the 2018-2019 PC expenditures as of January 31, 2019:

2018 Procedure Committee Expenditures and Historical Data

TYPE OF EXPENSE	YEAR: 2018	YEAR: 2017	YEAR: 2016	YEAR: 2015	YEAR: 2014
Postage deposit	\$1,269.39	\$1,300.00	\$1,267.00	\$1,267.04	\$1,274.28
Printing (brochure/mailing)	\$2,036.52	\$1,717.28	\$1,768.33	\$1,715.49	\$2,670.79
Ballot printing	\$184.24	(contribution?)	\$48.32	\$?	\$83.75
Additional postage (fundraising)	(\$180.00) (contribution)	\$?	\$?	\$39.20	\$31.96
VH meeting room and lobby polling (2018)	\$240.00	≈150.00	\$?	\$?	\$?
Fundraising stationery	\$370.44	≈185.14	\$?	\$?	\$?
P.O. Box Rental	\$132.00	\$130.00	\$126.00	\$126.00	\$?
TOTAL expense paid	\$4,232.59	≈\$3,482.42	≈\$3,209.65	≈\$3,147.73	≈\$4,060.78

f) Assess this year’s CNC voter turnout (breakdown of total CNC votes cast by neighborhood and same for mail-in ballots).

The voter turnout and ballot breakdown by Election Unit is reflected in the following CNC election tabulation charts. There were 349 total voter ballots including mail-in ballots timely received. Cold and rainy weather during morning and early afternoon polling hours may have played a role in slow turnout early in the day. There were leaks in the Village Hall lobby roof that caused water to

puddle on the polling place floor, which had to be mopped periodically by Village staff during most of the morning and afternoon voting hours. Voter “burnout” from unrelated political activity in the lead up to the local, state and national mid-term election the previous week could also have affected turnout generally. Yet nearly 300 voters participated in voting on twelve amendments, the first proposed since 2012.

The LWVS requested a breakdown of votes by Election Unit and mail-in ballots, and an extensive breakdown of votes for all twelve NPR amendments. With 211 voters out of a total of 290 casting “Yes” for all twelve amendments, the subset of “Yes” votes was more than sufficient to declare early on passage of the amendments on election night. The following chart represents the breakdown of total votes cast in 2018 for CNC candidates by Election Unit neighborhood:

2018 CNC Election Unit Voter Turnout and Historical Data

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Edgewood	65 (18)*	66 (3)	37 (?)*	24*	21 (3)*	62 (3)+	76 (28)	64 (2)	65 (4)	73 (2)
Fox Meadow	113 (2)+	54 (4)*	168 (?)	84	106 (28)	107 (?)	153 (67)	162 (5)	133 (10)	187 (43)
Greenacres	57 (7)+	141 (24)	68 (?)+	66+	54 (17)	103 (?)	115 (54)	106 (12)	89 (13)	101 (15)
Heathcote	44 (3)**	136 (6)	24 (?)*	34*	34 (7)*	59 (?)	106 (40)	134 (25)	129 (64)	187 (92)
Quaker Ridge	70 (4)	42 (2)+	24 (?)*	16*	24 (10)*	24 (2)*	103 (45)	67 (12)	100 (47)	116 (30)
TOTAL (mail-in)	349 (34)	439 (37)	321 (≈106)	224 (25)	239 (65)	355 (163)	553 (234)	533 (56)	516 (138)	664 (182)

Data in parentheses () indicate the number of mail-in ballots

* indicates “uncontested” election, with one 1-year unfilled vacancy

** indicates “uncontested” election, with one 1-year unfilled vacancy and one 2-year unfilled vacancy

+ indicates fewer than twice the number of candidates for each open slot without additional vacancies

g) Discuss this year’s [2018] final NPR amendment results (breakdown of total yes vs. no ballots for each amendment and same for mail-in ballots).

The following chart contains data compiled from the PC’s tabulation of yes/no votes for all twelve proposed amendments, and includes mail-in ballot data (in parentheses) for each amendment.³ 211(19) of the aggregate 290(34) ballots cast had across the board “yes” votes for all 12 amendments:

2018 NPR Amendment Ratification Data-Election Results

TOTAL	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
Yes/No	261/23	257/17	260/13	258/14	243/27	263/11	260/14	260/13	254/17	260/12	260/11	254/14
(mail-in)	(24/9)	(25/4)	(25/3)	(25/3)	(23/5)	(25/3)	(25/3)	(25/3)	(24/2)	(24/2)	(24/2)	(23/3)

h) Comment on any problems that arose and compare them to the prior years’ experiences. See the above discussion.

It would be difficult to compare objectively the 2018 PC experience to that of prior committees. The 2018-2019 PC took into consideration the helpful suggestions and guidance offered by experienced PC and CNC chairs, former members, and the LWVS in order to conduct an efficient, organized administrative process that would accomplish its goals while adhering to NPR requirements.

³ As the chart suggests, a number of voters cast votes by mail-in-ballot for CNC candidates but not amendments. Among all voters, some who cast votes in person or by mail-in-ballot ratified some but not all amendments.

Notwithstanding fewer fully participating committee members than usual, owing primarily to the resignation of two CNC members from the 2018 graduating class, the required August resignation of two appointees who decided to run for seats on the CNC, and the absence of two SNAP appointees, the 2018-2019 PC and its dedicated volunteers achieved the following major objectives:

- Held an Organization Meeting before the end of March 2018;
- Canvassed the public for comments about potential NPR amendments during a preliminary public comment period in April, and drafted proposed NPR amendments in May;
- Commenced the required 90-day public comment period for amendments on June 1;
- Published in local media monthly reminders of the deadline for public comments on amendments;
- Kept a running timeline of chair and committee activities;
- Uploaded digital copies of critical documents and forms on the PC website on a timely basis;
- Met NPR public notification deadlines through placement of required notices and numerous additional press releases and articles in local media;
- Created a FAQ sheet to support the PC's public awareness, education and CNC recruitment campaigns, and created procedural election checklists for internal use;
- Recruited the new 2021 CNC class, filled three additional vacant CNC seats of varying terms, and concluded CNC candidate recruitment by the October 7 deadline;
- Working with a professional printer, published and distributed the CNC Election Brochure with candidate biographies and a summary of twelve proposed amendments;
- Created mail-in ballots that were downloadable on the PC website and made copies available to the public at three accessible village locations;
- Conducted the November CNC election and tabulated results, including detailed breakdowns of the ballots cast for all candidates and twelve amendments;
- Participated in two LWVS Information Sessions, about NPR proposed amendments on October 22, 2018 and about the CNC election on December 10, 2018;
- Conducted a successful fundraising campaign beginning with summer planning and November launch, covered all expenditures, and provided a substantial balance for use by the next PC;
- Updated on a regular basis the PC website including the separate CNC page beginning in spring 2018 to encourage CNC recruitment and public awareness about the nonpartisan election system;
- Submitted to the CNC non-voting chair and vice-chair numerous recommendations to improve CNC Rules of Procedure before the end of October 2018, almost a full month prior to the CNC Organization Meeting in late November;
- Completed a working draft of the first comprehensive PC Operations Manual of easy to follow guidelines for the PC's administrative process;
- Worked with other civic organizations and media outlets to help with CNC recruitment and to encourage the public to participate in the November CNC election; and
- Appointed eleven members to participate in the 2019-2020 PC, subject to ratification by the incoming graduating 2018-2019 CNC class; and
- Continued work on a new website, a work in progress scheduled for launch in 2019.

Respectfully submitted by Madelaine Eppenstein,
2018-2019 Procedure Committee Chair
January 31, 2019