

2018-19 Citizens Nominating Committee
CNC Rules of Procedure
(for administering the CNC process)
Adopted at the Organization Meeting on November 26, 2018
(as amended December 12, 2018)

Attendance

All members shall make every effort to attend, on time, each Citizens Nominating Committee ("CNC" or "Committee") meeting in order to ensure that throughout each meeting there are enough members present to take action and to assure that each Election Unit (Edgewood, Fox Meadow, Greenacres, Heathcote and Quaker Ridge) is properly represented.

Confidentiality

Each CNC member will observe strict confidentiality at all times “with respect to the identification of, and comments, discussion, other furnishing of information and vote with respect to, each person who has been previously considered or who might be solicited or has expressed interest in being considered, for a Village office or position.” (Non-Partisan Resolution Article V, Section 5(A))

1. Confidentiality is intended to promote an atmosphere conducive to free and open debate within the Committee. It is also intended to prohibit discussions by Committee members with their families, including spouses. The Chair shall have sole responsibility for publicizing the results of the CNC’s proceedings. For the avoidance of any doubt this provision shall not limit the ability of voting or non-voting CNC members to discuss their observations of the process in accordance with the Non-Partisan Resolution. Note however, that if any such comment is made by a non-voting member, it shall be strictly limited to a comment on the process and may not be a statement that is, or may be implied to be, in favor of or against any individual potential nominee, and may not be a statement that is, or may be implied to be, a comment on statements made by the voting members in the conduct of their free and open debate.
2. Digital note taking and use of digital devices such as cell phones and iPad/laptop/notebook devices during meetings to take notes, record or transmit meetings shall be prohibited.

Selection Process

3. The steps for selection are as follows:

First, each potential nominee must submit a complete, executed Biographical Information Form (“Biographies”) to the Committee.

Second, the Biographies must be distributed to the Committee.

Third, each potential nominee is given the opportunity to make a 10-minute oral presentation. Written questions for the purpose of providing standard guidance to potential nominees' for their presentations shall be distributed to them in advance of the presentations. If the Committee desires to ask a potential nominee follow-up questions subsequent to such potential nominee's presentation, that shall be done in accordance with these Rules of Procedure as set forth below.

Fourth, individuals shall be nominated from the pool of circulated Biographies.

Fifth, one potential nominee is selected as the non-partisan candidate for each Village office for which candidates are needed.

Note that the term "Nominator" from the Non-Partisan Resolution, "Sponsor" or "Proposer" from the Biographical Information Form are used interchangeably.

Conduct of CNC Business Meetings

4. At the business meetings of the CNC, any voting member of the CNC may nominate, for each office to be filled, one or more persons whose Biographies have been circulated to the members of the CNC in advance of the meeting. In order to be circulated, any such Biography must have been received by the Chair in the manner specified at the Organization Meeting 5 days before the meeting at which the potential nominee is planning to present. The final deadline for submission of all Biographies is 5:00 pm Friday, January 11, 2019.
5. No vote shall be taken at the first business meeting. The second business meeting shall include additional potential nominee presentations and discussion, if appropriate, and may include voting if appropriate. The third business meeting is intended to be devoted to discussion and voting.
6. The CNC will hear presentations

at the December 12, 2018, meeting from all potential nominees whose Biographies have been received by 5:00 pm, December 7, 2018;

at the December 19, 2018 meeting from all potential nominees whose Biographies have been received by 5:00 pm, December 14, 2018;

at the January 9, 2019 meeting from all potential nominees whose Biographies have been received by 5:00 pm, January 4, 2019;

if needed, at the January 16, 2019 meeting from all potential nominees whose Biographies have been received by 5:00 pm, January 11, 2019.

7. .Voting will take place at the first meeting after all potential nominees' presentations are concluded.
8. At the public portion of the Organization Meeting, the Chair will appoint a two-member Notification Committee to contact the nominees elected by the CNC and obtain their consents to run on the Scarsdale Citizens' Non-Partisan Party slate; and to assist them with getting the required paperwork into the Scarsdale Village Clerk's office in a timely manner.
9. Any member of the CNC who is a family member of a potential nominee will leave the meeting during the discussion that relates to his or her family member. This requirement shall not apply during the balloting.
10. The political affiliation of any potential nominee shall not be discussed, except that his or her party service, if any, in the community may be noted in the Biography.

Vetting of Potential Nominees

11. One or more CNC members shall be assigned to check all references contained in a potential nominee's Biography, and shall report to the CNC the information learned prior to any vote, including the sources and steps taken to check the references. In addition, if a CNC member learns information regarding a candidate that the CNC member considers material or significant, that member shall take appropriate steps to verify the information. If the member uses such information, the member shall reveal the source and the steps taken to verify the information prior to revealing the information, otherwise it shall not be admissible.

The mayor and village trustees shall not be contacted for information or opinions regarding any potential nominees.

Any information received by a non-voting member of the CNC, either in writing or by email, shall be forwarded to the Chair who will disseminate the contact information of the person providing such information to all the voting members of the CNC for vetting, but not the information itself.

12. A CNC member shall only present information to the Committee during in

person attendance at a CNC meeting. The requirement above regarding disclosure of the source of any information presented to the CNC shall be strictly observed.

13. No CNC member shall contact either any potential nominee, nominee or another CNC member for purposes of solicitation of any business that is not directly related to that of the CNC while the Committee is in session.
14. Potential nominees shall submit reasonably current photographs with their Biographies.
15. A separate letter to the CNC Chair nominating a person to any open position is not necessary.

Presentation Process

16. Potential nominees who are presenting to the CNC shall sit or stand at the dais (table at which the CNC Chair, Vice Chair, etc. sit) among the non-voting members of the CNC. The presenter should sit or stand approximately in the center of the dais and face the CNC.
17. In order to help ensure that presentations to the CNC are no more than ten (10) minutes long the following procedure shall be observed:
 - a. A non-voting member of the CNC shall be the Timekeeper and shall keep track of the time elapsed.
 - b. The Timekeeper shall face the presenter, but be positioned not to block the view of the presenter of any members of the CNC.
 - c. The Timekeeper shall indicate to the presenter by means of paper signals, or other appropriate method, that the presenter has two (2) minutes remaining, one (1) minute remaining, thirty (30) seconds remaining, and that the time has elapsed and the presentation should be terminated.
18. The CNC is permitted to ask a limited number of follow up questions, either general to all potential nominees or questions to individual potential nominees subsequent to each potential nominee's presentation, not at the time of such presentation. Questions to individual potential nominees should be conducted by at least two people selected by the CNC to verify responses. Questions shall be developed by the CNC with advice and guidance of the Chair. All questions to be asked under confidentiality consistent with guidance set forth in Article V, Section 5(A) of the Non-Partisan Resolution and these Rules of Procedure.

CNC Voting

19. The CNC may select candidates for Village office only by "the vote of the majority of all the voting members of the Citizens Nominating Committee" (Article V, Section 6 of the Non-Partisan Resolution).
20. Prior to any vote, the Chair shall inquire as to whether any member of the CNC wishes to speak regarding one or more potential nominees; no vote shall be held without such opportunity for discussion.
21. Voting shall be by secret ballot, with non-voting members of the CNC serving as inspectors of the election; provided, however, that if only one person is nominated for any particular office, the voting may, at the discretion of the Chair, be by voice vote.
22. If more than two ballots are required to elect a nominee, the Chair will entertain a motion, after the second ballot, to eliminate from consideration persons having received fewer than an agreed upon number of votes.
23. The election for each open position will be conducted separately and in the following order, as it is applicable in any CNC year:
 - a. Election for the office of Mayor
 - b. Election for the position(s) of Village Trustee
 - c. Election for the position of Village Justice (not applicable this year)
24. No reference to the name of the current occupant of an office or position under consideration by the CNC shall be made when referring to the CNC election that occurs to fill that position.

Village General Election Calendar

25. The New York State Conference of Mayors and Municipal Officials (NYCOM) "Calendar of Dates, Annual Village Elections" for the Tuesday, March 19, 2019, General Village Election sets the following deadlines:
 - Tuesday, February 5, 2019 – First day a certificate of party nomination may be filed. (Includes the petitions)
 - Wednesday, February 13, 2019 – Last day to file a certificate of party nomination. (Includes the petitions)
 - **Tuesday, February 19, 2019 – Last day to file a certificate of acceptance of declination of a party nomination. Note: This document must be signed by the Candidate and be notarized.**
 - Friday, February 22, 2019 – Last day to fill a vacancy caused by a declination of a party nomination.

Filling a Vacancy in Candidates If Needed

26. If one or more vacancies in the group of candidates chosen by the CNC shall occur then the Chair is required to call an additional meeting of the CNC. The purpose of this meeting is to select replacement candidates. This shall be done as soon as practicable once a vacancy is known. All members of the CNC are required to be invited to attend this meeting. The Chair shall request acknowledgement from all CNC members that they have received notification of this meeting.

Those CNC members who attend this meeting shall comprise the Vacancy Committee, which shall have a minimum of eleven (11) members. A majority of the members of the Vacancy Committee is required to select a person to become a candidate of the CNC.

Preparation of Final Report

27. Immediately following the selection of the final nominee, the CNC shall review the Rules of Procedure used in the selection of nominees. The Chair and Vice Chair shall prepare an "Annual Report" and such report and the minutes of the discussion and recommendations made by the CNC, if any, shall be forwarded in writing to the Chair of the Procedure Committee within a reasonable time after such CNC meeting.

Appointments for Subsequent Year Procedure Committee and CNC

28. At the end of the final meeting of the CNC, the Chair shall:
- a. inform the retiring class of voting members of the CNC, in accordance with Article II of the Non-Partisan Resolution, of their responsibility to serve as members of the Procedure Committee for the ensuing year.
 - b. conduct a vote of all the voting members of the CNC to select the following;
 - i. A non-voting CNC Chair and non-voting CNC Vice Chair from among the members of the retiring class; and
 - ii. A Procedure Committee Vice Chairperson.

Rules to be Observed

29. Violations of these Rules may, in the discretion of the Chair, be referred to the Procedure Committee for review and possible dismissal from the CNC.