

City of Thousand Oaks
Disaster Assistance Response Team

ADOPTED: June 25, 2020

Action Item One: Temporary Suspension of SOPs, Sec.II,B,iii (Voting)

Recommendation that DART members approve a temporary suspension of Standard Operating Procedures(SOPs) (dated August 24, 2017), Section II (General Procedures), Article B (Elections), Paragraph 3 (Voting): “The Vote will occur at the June general meeting by members who are present and qualified to vote. Members qualified to vote but unable to attend must return their ballot to the Liaison at East County Sheriff’s Station (ECSS) no later than the start of the June General Meeting in a sealed envelope with their signature written across the seal. Proxy votes will not be accepted.” This temporary suspension will expire May 27, 2021.

Action Item Two: Provide for Internet Polling Voting on June 25, 2020

Recommendation that DART members approve the use of an internet polling software application (Google Forms) to gather and tabulate ballots for the Board of Directors election held at the General Video Conference Meeting on June 25, 2020. Members unable to use electronic internet voting will still be able to deliver their ballot to the Liaison at East County Sheriff’s Station as stated in the SOPs. This amendment will expire May 27, 2021.

Background/Discussion:

The Bylaws and SOPs may be amended by a majority vote of the active attending membership at a legally scheduled general membership meeting and approval from Thousand Oaks Police Department.

Board of Directors elections occur annually at the June general meeting. General Meetings traditionally are in-person and voting is conducted by secret paper ballot, which is tabulated by two non-voting members and validated by the Sheriff Liaison. This year 2020 due to the COVID-19 pandemic and stay-at-home recommendations, DART in-person meetings and all operations are ordered to stand-down, to protect the health and safety of the volunteer membership. Elections could be conducted by mail-in ballot, however Sheriff department staffing and workload during the pandemic and recent civil protests during May and June have impacted their ability to handle non-essential activities, such as counting ballots, related to DART.

General Meetings via video conference have successfully continued as a workaround due to the order to cease in-person meetings. Therefore being consistent with our use of internet based applications as a reasonable workaround, the use of internet polling from their home computer is recommended for our annual elections. The polling will be limited to one electronic ballot per member, hyperlink is delivered via email, Google Forms will electronically tabulate and email results to the Sheriff Liaison for validation and publication as normal. Action Item One temporarily suspends the requirement for in-person voting, Action Item Two provides the use of internet polling software tabulation in lieu of in-person paper ballots. The DART Board of Directors recommends that you approve both action items.

Unanimous Vote: ADOPTED: June 25, 2020