

General Policies and Procedures For the Castaic Area Town Council

Note: What's the difference between policies and procedures?

Policies and procedures go hand-in-hand to clarify what your organization wants to do and how to do it.

Policies -Policies are clear, simple statements of how your organization intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision-making. Policies don't need to be long or complicated – a couple of sentences may be all you need for each policy area.

Procedures- Procedures describe how each policy will be put into action in your organization. Each procedure should outline:

- Who will do what
- What steps they need to take
- Which forms or documents to use.

Procedures might just be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts. Policies and their accompanying procedures will vary between workplaces because they reflect the values, approaches and commitments of a specific organization and its culture. But they share the same role in guiding your organization.

Article 1: Name

As stated in the bylaws

Article 2: Purpose

As stated in the bylaws

Article 3: Offices

As stated in the bylaws

Article 4: Organization

Section 1: Non-Profit

As stated in the bylaws

Section 2: Duties and Responsibilities

As stated in the bylaws

Section 3: Service Contracts

Service contracts relating to Town Council business require a (2) two bid minimum and a majority vote of the Council.

Section 4: Non-Service Contracts

As stated in the bylaws

Section 5: Reports

The president of the Town Council has the power to assign the recording duties to another person or a committee.

Recordings

Recordings are retained for all general meetings only. (Note the Town Council is not generally in session in the month of December).

Recordings from meetings must be retained for (60) sixty days, and recordings are recommended to be retained for up to (2) two years.

Who listens to tape of general meetings?

Two Town Council members will listen to the requested tapes for clarification or verification. The Town Council member will be from a different region. Never (2) two Council members from the same region.

Request:

All reports requested by the public may be distributed by Certified mail, or in at a general meeting of the Town Council.

Time frame for delivery of a report will be thirty days (30) from its request date.

Charges:

A \$25.00 per report will be charged, plus a copying fee of (.50) fifty cents per sheet for reports over five pages in length. A surcharge of \$25.00 will be charged for a rush delivery of two weeks.

Recording copy:

A charge of \$75.00 per tape will be charged for any official copy of any meeting requested. Personal tape and video recorders will only be allowed at the Regular monthly Town Council meetings.

Section 6: Records

As stated in the bylaws

Article 5: Boundary and Regions

As stated and reference map shown in the Bylaws

Section 1: Castaic Area Town Council Boundaries

As stated in the bylaws

Section 2: Revision of Region Boundaries

As stated in the bylaws

Article 6: Membership

Section 1: Members

As stated in the bylaws

Section 1: Eligibility

As stated in the bylaws

Section 3: Voting

As stated in the bylaws

Membership kits- Bylaws, Policy and Procedures, nameplate, badge, Certificate of Membership or election, may be supplied by council Secretary.

Nomination committee (Membership)

A committee chairman will be selected from the community in the month of September (in election years or as needed in special election). This chairman will arrange for the election of new members, place ads in local newspaper, set up voting places and chair the ballot count. After the election a written report will be submitted to the Town Council. This is to be submitted in the month of November. The report shall consist of election result and any expenditure incurred for the election.

Article 7: Officers

Section 1: Officers

As stated in the bylaws

Section 2: Duties of Officers

As stated in the bylaws

Section 3: Appointed Positions

As stated in the bylaws

Section 4: Election of Officers

Nomination committee (Officers)

Any Town Council member/s selected at the January general meeting. Will submit a slate of candidates for the Town Council officers. A vote of (2/3) two-thirds approval for each office to be held.

Removal of officer by Town Council and replacement of same:

Due to willful neglect of official duties an officer may be removed. A vote of (2/3) two-thirds approval by the Town Council is necessary to remove any officer of the Town Council. If there are sufficient votes cast in favor to remove, a new ballot will be submitted by Town Council Secretary to the Council membership (See appendix #1). A (2/3) two-thirds vote is needed to elect a replacement officer.

Article 8: Meetings

Section 1: Town Meetings

As stated in the bylaws

A. Planning meeting;

The purpose of a planning meeting is to set the agenda for the following General Meeting. All Town Council members are encouraged to attend as per their elected responsibility.

B. Public participation:

Planning meetings are open to the public; HOWEVER, public participation should be limited to requests by individuals or groups to agendize an item. It may be in person or in writing.

Groups wishing to agendize an issue should send one representative with a verbal presentation of no more than five minutes. Limit to (1) one item per month per individual.

Section 2: Meeting Date, Time and Place

Time and location for an event will be announced at the general meeting. Except for any special meetings or event.

Section 3: Special Meetings

As stated in the bylaws

Section 4: Quorum

As stated in the bylaws

Section 5: Decisions

As stated in the bylaws

Conflicts:

All possible conflicts need to be disclosed prior to an action or vote by Town Council or the action or vote will be voided.

Section 6: Public Participation

As stated in the bylaws

Section 7: Facilities

As stated in the bylaws

Article 9: Committees

The operation of all committees is subject to overview of the full Town Council.

Purpose or mission Statement

A purpose or mission statement should be submitted to the Town Council for review and approval. The statement should serve as a guide to the committee and council.

Quorum

Each committee shall decide the size or necessary quorum to fulfill their tasks. Replacement of chairperson if needed. The Town Council has the final authority to replace of any chairperson.

Section 1: Executive Committee

As stated in the bylaws

Section 2: Standing Committees

As stated in the bylaws

Section 3: Task Groups

As stated in the bylaws

Committee Power/Authority and or responsibility:

Any group designated by the Town Council as a committee has the power to establish an initial hearing. The group is required to notify all members of the Town Council.

Conflicts

All possible conflicts need to be disclosed prior to any action or vote or the vote will become void. Only residents of Castaic may vote on any issue that may come before a committee.

Section 4: Election Committee

As stated in the bylaws

Article 10: Finances

Section 1: Auditor

Finances Audit: In January the Treasurer will provide a financial closing report to the Town Council, this is for the purpose of an annual audit. At that time, the Town Council will assign an audit committee.

The Treasurer/Audit Committee shall submit a written report to the Town Council of the financial audit at the March General meeting.

Section 2: Signature

As stated in the bylaws

Section 3: Reimbursement

Expenses: Receipts are required for all expenses. Any expense over \$100.00 needs to be approved by the Town Council prior to expenditure. Food and beverages expenses for special meetings are excluded, but should be approved by Town Council prior to payment.

Article 11: Records and Reports

Section 1: Maintenance of Corporate Records

As stated in the bylaws

Section 2: Inspection of Directors

As stated in the bylaws

Article 12: Terms of Office

For purposes of compliance with the by-laws: election or appointed to PARTIAL TERMS (to fill a vacancy or any term less than (4) four years shall not be applied against the (3) three term limit restriction i.e. (3) three full connective terms.

Section 1: Terms of Office

As stated in the bylaws

Article 13: Vacancies and resignations

Section 1: Resignations

As stated in the bylaws

Section 1: Vacancies

Unopposed Candidates: Should only one qualified applicant file for any vacant council seat, that unopposed candidate(s) shall be appointed by default, no election being necessary.

That unopposed candidate(s) should be sworn into office at the first general meeting subsequent to the close of the filing date.

Article 14: Removal of members by Town Council

Section 1: Grounds for Removal

As stated in the bylaws

Section 2: Investigation, Hearing and Final Action by the Castaic Area Town Council Inc.

As stated in the bylaws

Article 15: Recall of Town Council by Region

Section 1: Recall

The name of the author/s or group responsible of any recall petition is to be printed on all petition sheets. The type shall be no smaller than (10) ten point. This includes the signature pages. Any pages without language or purpose will not be accepted.

Article 16: Elections

Section 1: Election

As stated in the bylaws

Section 2: Qualifications

As stated in the bylaws

Section 3: Report

As stated in the bylaws

Section 4: Filing Fee

As stated in the bylaws

Article 17: Parliamentary Authority

As stated in the bylaws

Article 18: Procedure to Amend or Revise Bylaws

Section 1: Definitions

As stated in the bylaws

Section 2: Amendment

As stated in the bylaws

Section 3: Revision

As stated in the bylaws

Article 19: Referendum

As stated in the bylaws

Article 20: Indemnification and Insurance

Section 1: Indemnification

As stated in the bylaws

Section 1: Insurance

As stated in the bylaws

Article 21: Dissolution of Council and Assets

As stated in the bylaws

Article 22: Construction and Definitions

As stated in the bylaws

Amended from Originals dated February 21, 2001

Approved on Date: December 4, 2014

Election Policies and Procedures For the Castaic Area Town Council

Appendix # 1

Sample Ballot for Removal of officer by Town Council

	President	Vice President	Secretary	Treasure
Region 1				
Member #1				
Member #2				
Region 2				
Member #1				
Member #2				
Region 3				
Member #1				
Member #2				
Region 4				
Member #1				
Member #2				
Region 5				
Member #1				
Member #2				

Appendix #2

Castaic Area Town Council Inc. Election Procedures

Approximately 4 months before a regular scheduled election or 3 months (if possible) before a special election the Castaic Area Town Council Inc. should appoint an Election Committee Chairman. The election chairman cannot be a current member of the Castaic Area Town Council Inc. unless his/her term is expiring and he/she is not running for re-election. The election chairman shall select committee members if he/she deems it necessary and he/she shall follow all election procedures as outlined in this document.

After the election chairman is selected he/she need to put together a press release outlining the Qualifications, Duties and Responsibilities, Time Commitments of the Directors position(s) and How and When to Apply for the open position(s) (See Sample "A"). This press release needs to be sent to the local papers and posted on the www.castaicareatowncouncil.org website. You should also encourage all current Directors to get the word out in their regions as best as possible. Any announcements of an election by any other means, such as direct mail, would have to be approved by the Castaic Area Town Council Inc. due to the expense.

The Election Committee Chairman shall provide election updates to the Castaic Area Town Council Inc. in person or in writing at each Agenda and Regular meetings before the election is to take place. As soon as the filing deadline passes, the Election Committee Chairman shall verify all the candidates' qualifications. The election committee chairman will then provide the Castaic Area Town Council Inc. the name(s) of the candidate(s) for the open Director(s) position(s). The election chairman shall request a short biography from candidates, release them to the local papers, and post them on www.castaicareatowncouncil.org. The election chairman shall request that all candidates prepare a short statement and give this statement at the regular scheduled Castaic Area Town Council Inc. meeting the month preceding the scheduled election. If a candidate(s) is running unopposed you need to immediately inform the Castaic Area Town Council Inc. and produce a final election report.

A.) ARRANGE POLLING LOCATION(S)

Polling locations should be at the same places where the general elections are held. We have been given permission in the past to hold our elections in these locations (see sample "B"). If a region is split between two or more Los Angeles County precincts, you may need to have more than one polling location in that region. This is a decision that needs to be made by the Castaic Area Town Council Inc. If a region is split between two or more precincts you need to prepare a map of the regions boundaries for the polling workers and voters to refer to. If it a special election, every effort should be made to hold the election in a place convenient to the voters of the region.

The local papers shall be notified of all the polling locations in the regions. This information should also be posted on www.castaicareatowncouncil.org and announced at the general Castaic Area Town Council Inc. meetings.

B.) PREPARE AND PRINT BALLOT(S)

All ballots shall be printed in English and Spanish. Ballots will be prepared alphabetically by last name. (See sample "C"). If you have more than one region having an election, the ballots shall be color-coded a different color for each regions election. The Election Committee Chairman shall not release a ballot (or copy of a ballot) to anyone before the election. The color the ballots for each region will also not be released to anyone before the election.

C.) ACQUIRE BALLOT BOXES

The Castaic Area Town Council Inc. should have ballot boxes for your use. All ballot boxes should be able to be locked. If you are not provided with a lock, you will need to get one for each ballot box. All ballot boxes should be well marked with the region number on them.

D.) PREPARE BALLOT BOX SEAL(S)

Ballot box seals need to be printed on an 8 1/2 by 11-inch label (see sample "D"). These seals are placed over the top of the ballot box when the polling location closes.

E.) ACQUIRE VOTER REGISTRATION LISTS FROM LOS ANGELES COUNTY

You need to contact the County of Los Angeles Registrar-Recorder/County Clerk's office for this information. The phone number is (562) 462-2716 OR (562) 462- 2731. If you have any trouble getting this information, you need to contact the Field Deputy for the Los Angeles County Board Supervisor in the Fifth District.

F.) SET UP WORKERS TO MAN THE POLLS

The Castaic Area Town Council Inc. will set how much money you can offer someone to man the polls. These poll workers need to be able to man the polling location from 7:00am until 8:00pm. The Election Committee Chairman shall arrange relief, lunch, and dinner for these workers.

G.) ARRANGE DROP OFF AND PICK-UP OF BALLOT BOXES WHEN POLLS CLOSE

If there is more than one region having an election you will need to arrange the drop off and pick-up of the ballot boxes in each of the regions; you should set up one person per region to drop off and pick up the boxes. If there is only one region having an election, the Election Committee Chairman may drop off and pick up the box.

H.) ARRANGE LOCATION WHERE BALLOTS ARE TO BE COUNTED

All boxes should be brought to one central location to be counted. The Castaic Area Town Council Inc.

The following procedures should take place on Election Day:

A.) DROP OFF BALLOT BOXES

When the ballot boxes are dropped off, they should be unlocked and contain ballots, lock, map of region (if necessary), pens, ballot seal, envelopes for provisional ballots, instructions (including contact phone number of election chairman, if needed for poll workers) and voter registration lists. When the ballot box is dropped off, all materials need to be removed from box, and the box needs to be locked at (or before) 7:00am. All ballot box keys need to be in possession of a current, pre-selected, Castaic Area Town Council Inc. Director. This Director should not, **for any reason**, open any of the ballot boxes until they are brought to the location where they are to be counted.

B.) REGISTERED VOTERS AND PROVISIONAL BALLOTS

Only registered voters living in a region may vote in that region. When a voter shows up to vote, the poll worker should hi-light the voter's name on the voter registration list. This prevents any possibility of voting twice. If a voter shows up to vote and is **not** on the voter registration list and insists that he/she is a registered voter, the poll worker **will** allow the voter to cast a provisional ballot. When a voter casting a provisional ballot finishes voting, they must put the completed ballot in an envelope and seal it. They must then print clearly on the outside of the envelope their full name and address. The provisional ballots will only be counted if they might determine the outcome of the election **and** if the voter is determined to be a legitimate voter by the Los Angeles County of Registrar-Recorder/County Clerk.

C.) VISITATIONS TO POLLING LOCATIONS

The Election Committee Chairman should visit the polling locations as many times as possible on Election Day. You should also be available by cell phone or pager in case of any questions or problems that might arise at a polling location.

D.) PICK UP BALLOT BOXES

Ballot boxes should be picked up immediately after the polls close at 8:00pm. Before you pick up the ballot box, the poll worker (in the presence of the person picking up the ballot box) must seal it. The poll worker and person picking up the ballot box must then sign the seal verifying that the box was witnessed being sealed. The sealed ballot box, along with all materials from polling location should be brought back the pre-determined location for the ballots to be counted.

E.) COUNTING THE BALLOTS

As in all general elections this process is open to the public. Four Castaic Area Town Council Inc. Directors should be selected to count the ballots. These Directors usually are the Officers. The Directors must first separate the ballots by votes for each of the candidates. Two of the Directors need to count one candidate's votes while the other two Directors need to count the other candidate's votes. This process then needs to be reversed to verify the each other's count. Each director needs to then sign off on the counts (see sample "E") and results will now be certified by the Castaic Area Town Council Inc. Secretary as the official results for the region. This process needs to be repeated for all regions. If all or some of the candidates are not present during the counting of the ballots, the Election Committee Chairman needs to call these candidates that night and give them the results.

F.) PROVISIONAL BALLOTS

The envelopes containing the provisional ballots will not be opened with the other ballots. If there are more provisional ballots cast in a region than the difference of the 'winning margin" of votes in that region, then the election in that region **will not be certified** until each provisional ballot is determined to be legitimate by the process outlined previously. If the provisional ballot is determined legitimate it should be opened and counted. If the provisional ballot is determined to not be legitimate then it should remain sealed and **never opened**. The Election Chairman should verify the provisional ballots the day after the election. The Election Chairman and the Castaic Area Town Council Inc. Secretary should count the provisional ballots at a time where it is convenient for both candidates to be in attendance. They should be counted at the same location where the other region ballots were counted. The provisional votes should be added to the vote count of the previous night and then certified by the Castaic Area Town Council Inc. Secretary.

G.) FINAL ELECTION REPORT AND CERTIFIED ELECTION RESULTS

The Election Chairman shall provide the Castaic Area Town Council Inc. a final election report (see sample "F") and a copy of the certified election results (see sample "G") at the next general meeting following the election.

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The Election Chairman shall provide the Castaic Area Town Council Inc. a final election report (see sample "F") and a copy of the certified election results (see sample "G") at the next general meeting following the election.

SAMPLE "A"

Castaic Area Town Council Election Information Election Date: Tuesday November 7th 2000

Qualifications

A candidate shall be:

- At least 18 years of age
- A Resident of Castaic for a Minimum for One Year
- A Registered voter within the boundaries of the Castaic Area Town Council Inc. (A candidate can only be elected and serve in the Region in which they reside.)

Duties and Responsibilities

- The Castaic Area Town Council Inc. shall at all times function as a voluntary organization of elected members who receive no remuneration.
- The Castaic Area Town Council Inc. shall not borrow money nor incur indebtedness.
- Strive to accurately mirror in its policies and actions the positions and concerns of the residents of the Castaic Areas.
- Represent the region and community with equal consideration.

Time Commitments

Length of Term: Directors of the Castaic Area Town Council Inc. shall serve for a term of four years. No one may serve continuously for more than two full elected terms.

Meetings: There are two meetings a month; an agenda-setting meeting normally held the 1st Wednesday of the month and the town hall meeting held on the 3rd Wednesday of each month. If warranted special meetings other than the agenda and town hall could be called. The month of December is dark and no meeting is held.

SAMPLE "A" CON'T

Committees and Officers: During your term of office you may be asked to chair a committee which would require at least one more meeting every month. Also holding an officers position would require you to commit more of your time.

How and When to Apply

You need to submit a letter of interest and qualifications, including a contact phone number and email for correspondence.

A \$50.00 filing fee is also required for any person interested in running for a position on the Castaic Area Town Council Inc.

The letter of interest and filing fee needs to be delivered or postmarked by **Sunday, October 8th 2000**. You could personally deliver the letter and filing fee to Russ Briley, the election committee chairman, or mail it to **The Castaic Area Town Council Inc., P.O. Box 325, Castaic, Ca. 91310**.



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 / (562) 462-2716

CONNIE B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

October 19, 2000

SAMPLE "B"

Russ Briley, Secretary
Town Council Election Committee
Castaic Area Town Council
P.O. Box 325
Castaic, CA 91310

RE: *Castaic Area Town Council Election
November 7, 2000*

Dear Mr Briley:

This is in response to your inquiry regarding holding the Castaic Area Town Council Election on the same day and in the same polling places as the County of Los Angeles General Election November 7, 2000. There is no provision of California law that prohibits conducting two separate elections in one polling place.

Because Castaic is not an incorporated city, its elections are held in accordance with the bylaws of the town council rather than being governed by provisions of the California Elections Code. Therefore, there are no requirements regarding placement of election tables etc.

One of our Department's guiding principles is to do all that is possible to make voting as convenient as possible for each voter. In that spirit, using identical polling locations for two elections seems appropriate.

If you choose to hold your November 7th election in the same or different polling locations as the General Election, please arrange your set-up in such a way as to provide a minimum of confusion to the voter and clarify that it is a separate and distinct operation. In addition, you would be required to receive appropriate approval from the poll owner.

Please contact Jay Thompson, Division Manager, Election Materials Processing and Poll and Officers at (562) 462-2731 if you have further questions. Our staff has enclosed the Street Index and Poll Owner information that you have requested.

Sincerely,

CONNIE B. McCORMACK
Registrar-Recorder/County Clerk

X (562) 462 3030
1 Street Index (Inspector)

SAMPLE "C"

Castaic Area Town Council
(Consejo municipal de Area de Castaic)

Region II Election
(La region la Eleccion II)

Official Ballot
(La Votacion Oficial)

VOTE FOR ONE
(VOTE PARA UNO)

BOB SMITH

JOHN JONES

Castaic Area Town Council
(Consejo municipal de Area de Castaic)

Region II Election
(La region la Eleccion II)

Official Ballot
(La Votacion Oficial)

VOTE FOR ONE
(VOTE PARA UNO)

BOB SMITH

JOHN JONES

Castaic Area Town Council
(Consejo municipal de Area de Castaic)

Region II Election
(La region la Eleccion II)

Official Ballot
(La Votacion Oficial)

VOTE FOR ONE
(VOTE PARA UNO)

BOB SMITH

JOHN JONES

Castaic Area Town Council
(Consejo municipal de Area de Castaic)

Region II Election
(La region la Eleccion II)

Official Ballot
(La Votacion Oficial)

VOTE FOR ONE
(VOTE PARA UNO)

BOB SMITH

JOHN JONES

SAMPLE "D"

REGION IV

BALLOT

BOX SEAL

SEALED BY: _____

VERIFIED BY: _____

SAMPLE "E"

**Castaic Area Town Council Inc.
Election Tally Sheet**

Region: _____

Vote Tallies

Bob Smith _____

John Jones _____

Verified By:

CATC Inc. Director

CATC Inc. Director

Castaic Area Town Council Inc. Election Tally Sheet

Region: _____

Vote Tallies

Bob Smith _____

John Jones _____

Verified By:

CATC Inc. Director

CATC Inc. Director

SAMPLE "F"

Castaic Area Town Council Final Election Report

On Tuesday November 7 the Castaic Area Town Council held elections for open seats in Regions II, III, and IV. We had at least one poll worker at each voting location. We only had one major problem that occurred. We soon found out that the registration lists and supplemental lists we received from Los Angeles County were not as up to date as the ones received by the people running the general election. We found this out very early and we simply made sure if a voter was not on our list that they were on the list for the general election. There were a few other minor issues that I was able to handle as they came up by cell phone. Voters who were not on any list but insisted that they were registered were allowed to cast a provisional ballot. Voters who used a provisional ballot put their name and address on the envelope and then sealed it. The ballot was then deposited in the ballot box. Provisional ballots would only be counted if:

- 1.) they would make a difference in the election results
- 2.) if Los Angeles County verified that they were registered voters on Wednesday November 8th.

We received 22, 4, and 4 provisional ballots in Regions II, III, and IV respectively. Since they would not make a difference in the election results they remained sealed and uncounted.

Councilmen Tafoya, Hamiln, and Morrill and myself checked all polling locations throughout the day. Ms. Mille Jones from Supervisor Antonvich's office also visited each polling location.

At 8:00pm all locked ballot boxes were sealed by the poll workers. The sealing of the ballot boxes were witnessed and signed by the poll workers and the Councilmen picking up the ballot boxes. Councilmen Tafoya and Morrill picked up region IV's ballot boxes. I picked up the ballot boxes for Regions II and III. The ballot boxes were brought over to the Castaic Chamber of Commerce Conference room. Many local community members, candidates, and Patti Rasmussen from the Signal were on hand to witness the counting of the ballots. As in all general elections this process is open to the public. Region IV's ballot box was then unlocked by President Phil Mazzeo and counted. The directors of the executive committee Phil Mazzeo, Joe Tafoya, Jerry Morrill, and myself counted the ballots. We first separated the ballots by votes for each of the candidates. Two directors of the executive committee counted one candidate's votes while the other two directors counted the other candidate's votes. This process was then reversed to verify the each other's count. Each director then signed off on the counts and results were then official. This process was repeated for Regions III, and IV. Attached are those official results.

Sincerely,

Russ Briley

SAMPLE "G"

CASTAIC AREA TOWN COUNCIL OFFICIAL ELECTION RESULTS NOVEMBER 7TH 2000

REGION II

DANA BUCK	110
JAMES STEPHENS	255
PROVISIONAL	22
Total votes cast	387

REGION III

STEVE BOLDVICH	94
LLYOD CARDER	71
PROVISIONAL	4
Total votes cast	169

REGION IV

BARTON DAVIDSON	95
BOB LEWIS	194
PROVISIONAL	4
Total votes cast	293

All Regions total votes cast	849
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Certified Official By:

(SIGNATURE AND DATE)

Castaic Area Town Council Inc. Secretary

Amended from Originals dated February 21, 2001

Approved on Date: December 4, 2014