

MEMORANDUM

Agenda Item No. 9(A)(2)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: May 4, 2021

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution approving and
adopting the bifurcated and
revised Miami-Dade County
Citizen Participation Plan and
Guidelines created by the Miami-
Dade County Community Action
and Human Services Department
for Community Services Block
Grant funding; and authorizing
the County Mayor to exercise all
duties and responsibilities set
forth therein

Resolution No. R-447-21

The accompanying resolution was prepared by the Community Action and Human Services Department and placed on the agenda at the request of Prime Sponsor Public Housing and Community Services Committee.



Geri Bonzon-Keenan
County Attorney

GBK/uw

Memorandum



Date: May 4, 2021

To: Honorable Chairman, Jose “Pepe” Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Resolution Approving and Adopting the Bifurcated and Revised Miami-Dade County Citizen Participation Plan and Guidelines Created by the Community Action and Human Services Department for Community Services Block Grant Funding and Authorizing the County Mayor or County Mayor’s Designee to Exercise All Duties and Responsibilities Set Forth Therein

Recommendation

It is recommended that the Board of County Commissioners (Board) approve and adopt the attached resolution related to the bifurcated and revised Citizen Participation Plan and Guidelines (Plan) created by the Community Action and Human Services Department (CAHSD or Department). The Plan is required by the United States Department of Health and Human Services for receipt of Community Services Block Grant (CSBG) funding.

Scope

The impact of the Plan is countywide in nature. Specifically, it will impact citizens within certain low-income, underserved communities (“Target Areas”). As a recipient of CSBG funding, the Department is required to undertake measures to reduce poverty, revitalize low-income communities, and empower low-income communities and families to become self-sufficient. One measure implemented to attain such goals is the creation of Community Advisory Committees (CACs), which are largely governed by the Plan. The Department engages residents within Target Areas to advocate for matters that are important to them and for their communities through CACs. Specifically, residents in 16 Target Areas across Miami-Dade County, identified herein, are empowered to express their interests and views on issues affecting the neighborhoods where they live, work, or own property or a business, as well as broader community concerns as CAC members or participants at such meetings. The residents also work together to reach solutions to identified problems.

The Target Areas were identified based on designation by the Board as Targeted Urban Areas or the Department of Housing and Urban Development’s Neighborhood Revitalization Strategy Areas, and are located in the northern, central, and southern regions of Miami-Dade County as indicated below:

North

- Brownsville
- Edison
- Hialeah
- Liberty City
- Opa-Locka

Central

- Accion

- Allapattah
- Culmer
- South Beach
- Wynwood

South

- Coconut Grove
- Florida City
- Goulds
- Naranja
- Perrine
- South Miami

Delegation of Authority

The resolution authorizes the County Mayor or County Mayor’s designee to exercise all duties and responsibilities set forth in the Plan.

Fiscal Impact/Funding Source

The proposed revisions to the Plan do not have a fiscal impact on the Department or Miami-Dade County.

Track Record/Monitor

Wanda Walker, Director of the Department’s Family and Community Services Division, is responsible for the administration and monitoring of CSBG Programs and CACs.

Background

CAHSD provides comprehensive social services to residents of Miami-Dade County and is the largest provider of such services in the County. The Department’s mission is to empower and strengthen individuals and families through the provision of a wide array of social services that help address and relieve hardships associated with poverty. One of its major goals is to increase the self-sufficiency of vulnerable residents and special populations.

As a recipient of CSBG funding, the Department is required to create the Plan and engage residents in advocacy, planning, policy-making and decision-making processes regarding the expenditure of said funds to enhance the lives of low-income individuals, families, and communities.

The Department supports the ongoing personal and professional growth and development of residents engaged in CACs and promotes community engagement while encouraging self-advocacy. Through CACs, residents are provided: (1) means that foster increased skill-building, volunteerism, civic engagement, leadership, community team building and neighborhood partnerships; and (2) opportunities to discuss and identify solutions to issues and other matters of interest in their target areas and the broader community. These efforts are intended to help residents improve conditions and achieve positive outcomes in their communities.

In addition to the CACs, the Department is required to maintain a tripartite board. This mandate is satisfied by the 45-member Community Action Agency Board (CAAB), which is also largely governed by the

Plan. The CAAB’s mission is to empower economically disadvantaged individuals, families, and communities through advocacy, education, resource mobilization and service delivery, with the ultimate goal of reducing poverty throughout Miami-Dade County.

Through the CAAB and CACs, the Department can provide low-income individuals the opportunity to participate in decision-making related to the development, planning, implementation, and evaluation of CSBG funded programs.

The Plan provides a framework to continuously engage residents who desire to assess local needs and reduce poverty in their communities and throughout Miami-Dade County.

The prior version of the Plan was a joint endeavor created by CAHSD and Public Housing and Community Development (PHCD), and was included in the Consolidated Plan submitted to the United States Department of Housing and Urban Development. On October 22, 2020, this Board approved Resolution No. R-1118-20, which among other things, authorized PHCD to bifurcate the Plan.



Morris Copeland
Chief Community Services Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: May 4, 2021

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 9(A)(2)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(2)
5-4-21

RESOLUTION NO. R-447-21

RESOLUTION APPROVING AND ADOPTING THE BIFURCATED AND REVISED MIAMI-DADE COUNTY CITIZEN PARTICIPATION PLAN AND GUIDELINES CREATED BY THE MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT FOR COMMUNITY SERVICES BLOCK GRANT FUNDING; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL DUTIES AND RESPONSIBILITIES SET FORTH THEREIN

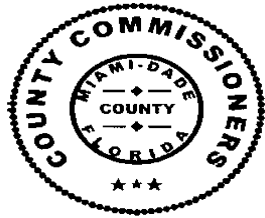
WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves and adopts the bifurcated and revised Citizen Participation Plan and Guidelines ("Plan"), in substantially the form attached hereto as Attachment 1 and made a part hereof, created by the Miami-Dade County Community Action and Human Services Department as required by the United States Department of Health and Human Services for receipt of Community Services Block Grant funding. This Board further authorizes the County Mayor or County Mayor's designee to exercise the duties and responsibilities set forth in the Plan.

The foregoing resolution was offered by Commissioner **Sally A. Heyman** , who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

	Jose "Pepe" Diaz, Chairman	aye	
	Oliver G. Gilbert, III, Vice-Chairman	aye	
Sen. René García	aye	Keon Hardemon	absent
Sally A. Heyman	aye	Danielle Cohen Higgins	aye
Eileen Higgins	aye	Joe A. Martinez	aye
Kionne L. McGhee	aye	Jean Monestime	aye
Raquel A. Regalado	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 4th day of May, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

Melissa Adames

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in dark ink, appearing to be "SG" followed by a horizontal line.

Shanika A. Graves



CITIZEN PARTICIPATION PLAN

AND

CITIZEN PARTICIPATION GUIDELINES

FOR

**COMMUNITY ACTION AND HUMAN SERVICES
DEPARTMENT**

"Delivering Excellence Every Day"

Revised: May 2021
Prior Revision: March 2019

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COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT CITIZEN PARTICIPATION PLAN

INTRODUCTION

In accordance with the requirements of the Community Service Block Grant (CSBG) Program, the Miami-Dade County Community Action and Human Services Department (CAHSD or Department) developed and on July 7, 1981, the Miami-Dade County Board of County Commissioners (BCC) adopted guidelines supporting the implementation of a Citizen Participation Plan (CPP or Plan). The CPP outlines the Department's efforts to increase the participation and engagement of residents and other individuals who may be impacted by the outcome of the initiatives in certain areas (Stakeholders) in low-income communities, as required as a condition of receipt of CSBG funds. Amendments to the Plan were approved by the BCC in October 1983; June 1989; May 1990; October 2001; August 2005; April 2008; December 2009; June 2012; and March 2019.

In an effort to create and advance sustainable community and countywide improvements for low-income residents, the Department: (1) administers federal, state and local funding to help eradicate poverty in Miami-Dade County (County); (2) employs strategies and approaches designed to maximize the participation of low-income residents in the planning, decision-making and policy development of programs and initiatives that serve to improve the conditions in which they live; and (3) implements self-sufficiency initiatives to help create, foster and support opportunities for low-income individuals to improve their socio-economic status. The noted approaches and other departmental efforts are intended to enhance participants' quality of life.

The Department engages and encourages residents to participate in Community Advisory Committees (CACs), which are in 16 low-income communities ("Target Areas"). The Target Areas are those areas designated by the BCC as Targeted Urban Areas, which are traditionally underserved geographical areas and include federally designated Empowerment Zones, or Neighborhood Revitalization Strategy Areas which are areas designated for revitalization by the Department of Housing and Urban Development based on an assessment of the degree of poverty, need and other key economic indicators.

The CAC structure affords residents opportunities to serve in an advisory capacity to the BCC, elected state, federal and local officials, and non-profit organizations on matters that impact their community. CACs are intended to promote increased engagement and further assist residents of a Target Area to be included in the decision-making process on matters that affect their daily lives. Specifically, the Department's citizen participation strategy and approach affords residents the opportunity to identify community conditions and needs, develop and implement plans and monitor their effectiveness in improving the conditions in which they live. The CPP provides a "bottoms-up approach" to civic involvement that meaningfully and respectfully incorporates the ideas and input of the residents in Target Areas through CACs.

Citizen participation requirements shall not be construed to restrict the County's responsibility or authority to develop and execute comprehensive programs designed to improve communities with high concentrations of poverty. The BCC remains the sole approving authority for the Plan and any amendments thereto.

Applicability and Adoption of the Citizen Participation Plan

Pursuant to 24 C.F.R. Part 91, the Department is required to adopt a Plan that sets forth policies and procedures for citizen participation. The Plan must include the elements identified below:

1. **Public Hearings and other meetings:** Provides as to how and when adequate advanced notice is given to the residents for public hearings, with sufficient information published about the subject of the hearing to permit informed comments. Additionally, provides that public hearings be held at times and locations convenient to potential and actual beneficiaries and specifies how this will be accomplished, while also affording residents of the community with reasonable and timely access to all meetings;
2. **Citizen Participation:** Provides for and encourages citizen participation, with a particular emphasis on participation of low-income persons who are considered Stakeholders of a community. The strategy and approach encourage the participation of all residents, including minorities, non-English speaking persons and individuals with disabilities. The Plan must detail how it will satisfy the requirements therein related to citizen participation;
3. **Citizen Comments:** Provides for reasonable opportunities for residents to serve in an advisory capacity and to offer input on legislation, funding, policy matters and the development of the Plan and substantial amendments thereto;
4. **Reasonable and Timely Access:** Provides the public with reasonable and timely access to and a means to obtain the Plan, CAC meeting minutes and documents, and information and records related to the citizen participation initiatives implemented by the Department;
5. **Technical Assistance:** Provides technical assistance to groups representative of persons of low- and moderate-incomes that request such assistance;
6. **Non-English Speaking Resident Needs:** Provides accommodations, as legally required and to the extent possible, for non-English speaking residents as it relates to attending the CAC meetings and reading notices or other vital documents to ensure that a significant number of non-English speaking residents are provided meaningful opportunities to participate;
7. **Persons with Disabilities:** Provides that meetings be held in accessible locations and when needed that accommodations are available to allow people with disabilities to access public meetings as well as, upon request, documents made available in an accessible format;
8. **Performance Reports:** Provides residents with reasonable notice and opportunity to comment on performance reports and includes how such notice and opportunity shall be afforded. Requires the Department to consider all comments or views, written or oral, received from residents at public hearings, summarize such comments or views when performance reports are prepared and to attach a summary of same to said reports; and
9. **Complaint Resolution:** Provides for timely substantive, written responses to every written complaint or grievance from a resident within 15 business days.

Part I: CITIZEN PARTICIPATION PLAN

OVERVIEW

Community Action and Human Services Department, Community Action Agencies and the Community Action Agency Board

CAHSD is a department under the auspices of Miami-Dade County government. CAHSD is the largest provider of comprehensive social services in Miami-Dade County. Since the 1970s, the Department has maintained its membership in the national network of Community Action Agencies (CAAs) in the country. The national network of CAA organizations serves as a collective advocate for low-income communities by recommending policy and legislative initiatives that address issues connected to poverty. The Department is a comprehensive CAA that administers a litany of programs, services, and initiatives.

CAAs are private, non-profit, and public entities established to reduce poverty and help low-income individuals and families become self-sufficient. The first CAAs were created by the federal government in 1964 to combat poverty in designated areas. CAAs are primarily funded through CSBGs. Said grant funding is intended to reduce poverty, revitalize low-income communities, and empower low-income families and individuals to become fully self-sufficient.

CAAs carry out their missions through a variety of means, including (1) community-wide assessments of needs and strengths, (2) comprehensive anti-poverty plans and strategies, (3) provision of a broad range of direct services, (4) mobilization of financial and non-financial resources, advocacy on behalf of low-income people and (5) partnerships with other community based organizations to eliminate poverty. CAAs engage the low-income populations they serve through the planning, administering and evaluation of programs.

In 1994, the U.S. Department of Health and Human Services developed the following national goals for community action:

1. Low-income people become more self-sufficient.
2. The conditions in which low-income people live are improved.
3. Low-income people own a stake in their community.
4. Partnerships among supporters and providers of services to low-income people are achieved.
5. Agencies increase their capacity to achieve results.
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

To realize such goals, CAHSD administers a tripartite Community Action Agency Board (CAAB) that is comprised of low-income residents, private sector members and elected officials or their designated representatives. The CAAB is designed to promote community participation as it addresses local needs and tackles the causes and conditions of poverty.

PURPOSE AND MISSION OF THE COMMUNITY ACTION AGENCY BOARD

The purpose of the CAAB is to: (1) advise the BCC on the development, planning, implementation and evaluation of its CSBG programs and other programs administered by the Department; (2) advise the BCC on efforts or mechanisms to facilitate the reduction in poverty, the revitalization of low-income communities and the empowerment of low-income families and individuals to become self-sufficient; (3) provide for the oversight of quality services for the children and families served by the County's Head Start/Early Head Start (Head Start) program; and (4) make decisions related to the design and implementation of the County's Head Start program on behalf of the BCC. The mission of the CAAB is to empower economically disadvantaged individuals, families and communities through advocacy, education, resource mobilization and service delivery.

STRUCTURE, SCOPE AND TARGET AREAS

Central to the Plan are two citizen participation structures, CACs and the CAAB, which, respectively, focus on matters from a neighborhood and countywide perspective.

Through CACs, residents may raise concerns and collaborate on approaches to address and resolve individual and communitywide matters of interest and importance to them. To better maximize the use of local resources, CACs develop and nurture positive relationships with private and public sector entities to improve the quality of life in low-income neighborhoods.

As a recipient of CSBG funding, CAHSD is required to maintain a tripartite board. Such mandate is satisfied by the 45-member CAAB, which is constituted as follows:

- One third of the members are elected public officials or their representatives;
- Not fewer than one-third of the members are elected, through a formal democratic process, to serve on a CAC that is in a Target Area where they live, work or own property or a business in; and
- The remaining members represent community Stakeholders in the areas of business, industry, labor, religion, law enforcement, social welfare, education, or other areas of significant interest in the Target Area.

Miami-Dade County's CAAB serves as a mechanism for low-income individuals to participate and be involved in decision-making regarding the development, planning, implementation, and evaluation of programs funded by the CSBG. Throughout its 55-year history, the CAAB has diligently focused on advocacy, education, resource mobilization and service delivery to impact the incidence of poverty in Miami-Dade County.

The CAAB shall:

- Make and adopt bylaws for its guidance, operation, governance and maintenance, provided such bylaws and any amendments thereto are consistent with federal and state laws and County ordinances, rules, regulations, policies and procedures.

Community Action Agency (CAA) Citizen Participation Plan – MIAMI-DADE COUNTY

- Approve a Community Action Plan every two years, which shall be provided and serve as a written report to the BCC and to the State of Florida. At a minimum, the Community Action Plan shall contain: a community needs assessment; a description of the service delivery system targeted to low-income individuals and families; describe how linkages will be developed to fill identified gaps in services through information, referral, case management and follow-up consultation.
- Describe how the CSBG funding will be coordinated with other public and private resources.
- Provide a report to the BCC ensuring that all planning, policies and program operations are proceeding efficiently according to laws and regulations relevant to CSBG funding.
- Approve all operating budgets, financial expenditures, oversee audit findings and other actions necessary to comply with applicable laws and regulations governing the program.

Additionally, the CAAB maintains CACs in each Target Area established by the Citizen Participation Guidelines. CACs serve in an advisory capacity to the Target Areas and focus on socioeconomic concerns impacting the Target Area neighborhoods and advocate on issues, legislation and priorities that are intended to enhance the quality of life for low-income residents in the Target Areas.

CASHD will support CACs in the following designated Target Areas throughout the County:

North

- Brownsville
- Edison
- Hialeah
- Liberty City
- Opa-Locka

Central

- Accion
- Allapattah
- Culmer
- South Beach
- Wynwood

South

- Coconut Grove
- Florida City
- Goulds
- Naranja
- Perrine
- South Miami

LEADERSHIP DEVELOPMENT OF COMMUNITY ADVISORY COMMITTEES

Central to CAHSD's mission is that residents of low-income communities engage in advocacy efforts that improve their communities. Such efforts involve residents supporting the adoption of public policy initiatives and programs that directly impact them and the communities they reside in. The overarching goal is to assist, prepare and enable residents to speak for themselves. As such, one of the primary objectives is for CACs to increase access and improve communication between low-income residents and local policymakers.

To better equip the CACs to fulfill their advocacy missions and make sound decisions, CAHSD provides CAC members with capacity building and leadership development training to support their building of better communities. CAHSD staff holds training sessions at least once a year for CAC members. The trainings cover areas that include, but are not limited to, the Plan, the CSBGs, Community Advocacy, Leadership Development, and Project Planning and Evaluating.

Part II: COMMUNITY ADVISORY COMMITTEE GUIDELINES

Each CAC will be identified by the name of its Target Area. The CAC will represent the Target Area whose boundaries have been established by the Miami-Dade County Regulatory and Economic Resources Department (Planning and Zoning Unit) and approved by the BCC.

MEMBERSHIP

The CACs will consist of residents and area Stakeholders. Stakeholders are individuals who may be impacted by the outcome of the initiatives developed in Target Areas and may be residents, property owners, business owners or persons employed in Target Areas. The CACs utilize a democratic process for electing all committee members. Each CAC is comprised of 13 committee members.

Eleven of the committee members must be Stakeholders of the Target Area. The committee may, but is not required to, consider using one parent of a child currently enrolled in Head Start who will represent the Head Start program and one young adult representative (age 18 – 25). These two committee members must also be democratically elected by the majority of the CAC members that serve in the respective Target Area.

ELIGIBILITY FOR MEMBERSHIP

All candidates seeking to serve on the CAC must be eligible for membership and submit documentation supporting their eligibility. In addition to satisfying the eligibility requirements, listed below, for the appropriate category of CAC membership, each candidate must present a government issued photo identification to establish his or her identity. Such identification may be in the form of a: State of Florida Driver's License, United States Military Service Identification Card, or State of Florida or Federal benefits identification card. Only individuals 18 years of age or older will be eligible for membership.

Resident

A residents who wishes to serve as a CAC member must submit proof of residency within the Target Area. Proof of residency may include:

- A current utility bill with the candidate's name and an address within the Target Area;
- Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area; or
- Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area.

Property Owner

A property owner who wishes to serve as a CAC member must submit property records consisting of deeds, mortgages and/or mortgage payment documentation with the property

owner's name and address showing ownership and proof that the property in question is located within the Target Area.

Business Owner

A business owner who wishes to serve as a CAC member must submit documentation consisting of corporate records and evidence that his or her business is located within the Target Area.

Employment in Target Area

An individual who is employed in the Target Area who wishes to serve as a CAC member must submit a letter or other documentation, such as a paycheck stub, from his or her employer that indicates that the candidate's work location is within the boundaries of the Target Area.

COMMUNITY ADVISORY COMMITTEE COMPOSITION

CACs consist of 13 members. Six members will be elected to serve as officers of each committee.

Members

- Members must be Stakeholders in the Target Area: residents, property owners, business owners, or employed in the Target Area.
- Miami-Dade County staff employed by CAHSD are ineligible to be CAC members. Such staff may only participate in discussions at meetings of the CAC in a professional capacity and are prohibited from participating in a personal capacity due to conflicts of interest.
- Miami-Dade County staff employed by a department other than CAHSD may serve as CAC members provided that he or she reside within the Target Area. County employees are not eligible to serve as CAC members if they only work, own property, or operate a business in the Target Area neighborhood.
- A person who works for an agency that receives funding from CAHSD may serve as a member of the CAC, but must adhere to County laws, rules and policies regarding conflicts of interest.
- Each CAC may, but is not required to, appoint one parent of a child currently enrolled in Head Start who will represent Head Start and one young adult representative (ages 18 – 25).

Officers

Each CAC shall elect officers from among its membership. Such officers may include the positions identified below. If members of a CAC do not wish to or cannot fill a position, that position may remain vacant until the next election cycle.

- **Chairperson** - The Chairperson will preside at all CAC meetings and assist staff in the preparation of agendas. The Chair shall also provide members with the opportunity to form sub-committees and present their recommendations to the membership for action.

In the case of absences that resulted in the Chairperson's removal from the committee, a resignation, recall or death of the Chairperson, the Vice-Chairperson will automatically become the Chairperson.

- **Vice-Chairperson** - The Vice-Chairperson shall, in the absence of the Chairperson, act as Chairperson of the CAC with all the rights, privileges, and powers afforded to the Chairperson.
- **Secretary** - The Secretary shall be responsible for drafting CAC correspondence and recording all minutes and supporting the dissemination of materials. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall temporarily assume the duties of Chairperson. In the case of a lack of attendance, resignation, recall or death of the Secretary, the CAC will nominate and elect a new Secretary by ballot at a regularly scheduled meeting.
- **Parliamentarian** - The Parliamentarian shall ensure that CAC meetings are orderly and conducted in accordance with the most current edition of Robert's Rules of Order. In the case of a lack of attendance, resignation, recall or death of the Parliamentarian, the Committee will nominate and elect a new Parliamentarian by ballot at a regularly scheduled meeting.
- **Community Action Agency Board Representative** – Each of the 16 CACs shall elect a representative (CAC Representative) to the CAAB who shall serve as a liaison between the CAC and the CAAB. Each of the 16 CAC Representatives shall be responsible for: (1) attending all CAAB meetings; (2) reporting to their Target Area CAC all CAAB actions that might affect their Target Area; (3) bringing all concerns and recommendations from their respective CAC to the CAAB; and (4) advocating on behalf of their CAC to the CAAB. Notwithstanding CAC membership requirements, each CAAB Representative must reside in the Target Area that he or she represents. In case of a lack of attendance at CAC or CAAB meetings, as a result of a resignation, recall or death of the CAAB Representative, the CAC will nominate and elect a new CAAB Representative at a regularly scheduled meeting.
- **Community Action Agency Board Alternate Representative** - The CAC's alternate CAAB Representative shall be elected by the CAC and serve as the liaison between the CAC and the CAAB when the elected representative is unavailable to attend the CAAB or CAC meetings.

MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for CAC membership are required to complete the Eligibility Qualification Affidavit (Affidavit), attached hereto and incorporated herein as Attachment A, and attest that he or she is qualified and eligible to serve on the CAC. The Affidavit will also serve as temporary proof of eligibility for individuals who wish to serve on the CAC, but are unable to provide required eligibility documentation at the time of registration for candidacy. Completion of the Affidavit will allow an individual to seek membership, pending validation of the information by Miami-Dade County staff. The Affidavit must be filed with the CAHSD Director or his or her designee. CAHSD staff will have up to 30 days to review the information and verify the individual's eligibility to serve on the CAC. If it is determined that the information attested to in the Affidavit is false, the member will be subject to immediate removal from the committee and waive all rights to appeal or otherwise.

GENERAL RESPONSIBILITIES OF CAC MEMBERS

CAC members are expected to:

- Support the mission of the CAAB;
- Solicit input from the residents in their Target Areas;
- Attend CAC meetings regularly; and
- Solely represent the views of the majority of the residents of the area.

TERMS OF OFFICE

Members **and** of the CAC will be elected for three-year terms.

ATTENDANCE AND VACANCIES

Attendance at CAC meetings will be verified by a sign-in sheet. CAC members must communicate with CAHSD staff in advance of the scheduled CAC meeting if they are unable to attend a meeting. If the CAC member is unable to contact CAHSD staff prior to the meeting, the CAC member must inform staff prior to the next scheduled CAC meeting of the reason for his or her absence. Only notification received by CAHSD staff will be accepted as “proper notification” for an excused absence. An excused absence includes sickness, travel, family emergency, or significant commitments such as work-related commitments. At the subsequent CAC meeting board members shall consider and vote on whether the request to approve the absence as excused should be approved. If the request is not approved and the absence is not excused, the member will be recorded as having accrued one unexcused absence.

If a member has two unexcused absences within a calendar year, the CAC Chairperson or his or her designee shall transmit a letter to the member advising him or her of the Plan’s attendance **policy**, which states that, if a member has **three** unexcused absences within a calendar year, the CAC Chairperson or his or her designee shall transmit a letter to the member advising that his or her tenure on the CAC has automatically expired due to a violation(s) of the attendance policy and said individual is no longer a CAC member.

A vacancy on the CAC will be determined to exist under the following conditions:

- Unexcused Absence from three consecutive meetings without proper notification;
- Recall or removal in accordance with the Citizen Participation Guidelines; or
- Upon resignation.

When for any reason, a vacancy occurs on the CAC, the CAC will nominate and elect a new member at a regularly scheduled meeting. Ballots shall be used for all such elections.

SUBCOMMITTEES

The CAC by a favorable vote of a majority of its full membership may establish and authorize subcommittees to operate and conduct certain actions on behalf and for the benefit of the CAC. Subcommittees are only authorized to act on matters approved by the CAC. Any such subcommittee shall present and report information, recommendations and findings to the CAC for further action.

MEETING ORGANIZATION

Quorum

- A quorum shall be required at all CAC meetings, including but not limited to subcommittee meetings, to transact any business or exercise any power vested in the CAC.
- A quorum for the CAC shall consist of a majority of CAC members, provided that at least half of the CAC member seats have been filled.

Applicability of State and County rules and procedures

- Each CAC shall at all times operate under Florida's open government laws, including, but not limited to the Government in the Sunshine Law and the Citizens' Bill of Rights of the Miami-Dade County Home Rule Charter as well as other laws applicable to public advisory board membership.
- Each CAC shall be deemed an "agency" for the purposes of the state's public records laws and shall be governed by all state and County conflict of interest laws, as applicable, including the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as may be amended, including, but not limited to, section 2-11.1 of the Code of Miami-Dade County.
- Each CAC shall provide members of the public a reasonable opportunity to be heard, consistent with section 286.0114, Florida Statutes, at all meetings, including but not limited to subcommittee meetings.

DUTIES AND RESPONSIBILITIES OF CAHSD STAFF

CAHSD staff will transmit notices of all CAC meetings and meeting agendas to each CAC member at least five working days in advance of the meeting. Notices and agendas will also be given to the local media and posted in the County Calendar, all CAHSD Community Service Centers, and other non-County CAC meeting locations. CAHSD staff will be responsible for ensuring that the minutes of all CAC meetings are recorded and transcribed accurately. Minutes will be forwarded to all members prior to the next scheduled meeting and made available for public inspection upon request. In communities where there is a significant population of non-English speaking residents, meeting notices, agendas and summaries of minutes will be provided in the language(s) spoken by a majority of the residents within such communities. Appropriate interpreters will be available during meetings, if requested in advance and, if possible, if not requested timely.

PART III: RULES AND PROCEDURES GOVERNING THE VOTER REGISTRATION AND ELECTION PROCESS OF CACs

ELECTION STAFF

The CAHSD Director will appoint staff members to oversee every aspect of voting and elections for CACs. Such staff shall be referred to as CAHSD election staff, election staff or staff throughout this Part III.

ELECTION ORIENTATION PUBLIC MEETING

In order to familiarize residents and Stakeholders with the election process, staff will conduct an Election Orientation Public Meeting within each Target Area. At these meetings, staff will explain voting registration, candidate qualifications, the CAC election process and answer questions. The Election Guidelines and Procedures will be provided to individuals registering for candidacy during and after the Election Orientation Public Meeting. CAHSD election staff will also provide a schedule of office hours for the following activities:

- Registration for candidates and voters; and
- Submission of poll watcher designation.

At least 15 residents or Stakeholders from the respective Target Area must be present at every Election Orientation Public Meeting. In the event that the resident or Stakeholder attendance requirement is not met, another Election Orientation Public Meeting shall be automatically rescheduled. If, at the second Election Orientation Public Meeting the resident or Stakeholder attendance requirement has still not been met, the presiding CAC will remain in office for one more term.

Notice of the Election Orientation Public Meetings will be made at least 10 days in advance of all such meetings and will include the date, time, location and the purpose of the meetings. Said notice will occur using various methods of communication (i.e. newspaper, flyer, radio and email) to ensure inclusion of the residents and facilitate maximum participation from the impacted neighborhood.

ELECTION DATE

The date and location of the election will be set by staff at the Election Orientation Public Meeting and will be scheduled within a period of no earlier than 10 and no later than 20 working days after the Election Orientation Public Meeting.

REGISTRATION FOR CANDIDACY

Registration for all candidates and voters will begin at the Election Orientation Public Meeting and last for a period of five working days. All candidates must be pre-registered to appear on the

ballot and be considered for election for a seat on the CAC. Only one Election Orientation Public Meeting will be held for each of the 16 Target Areas.

CANDIDATE NOTIFICATION

After the registration period closes, CAHSD election staff will:

- Notify candidates of their eligibility within five working days; and
- Upon request, provide a list of candidates registered to be placed on the ballot.

VOTER ELIGIBILITY

Participation in elections gives community residents and Stakeholders the opportunity to be involved in a process that provides input on projects and issues that affect the social and economic wellbeing of the Target Areas where they live, work or own property or a business.

CAC members are elected by individuals who have been verified to be eligible voters in each respective CAC Target Area election. Only those individuals who have been verified and deemed qualified will be eligible to vote. Each voter in the CAC elections must be:

- At least 18 years of age; and
- A resident, property owner, business owner or employed in the Target Area (as outlined below in the Voter Qualifications section).

VOTER QUALIFICATIONS

Eligible voters must present a current photo identification issued by a government agency as proof of identity (see Part II: Eligibility for Membership) and satisfy one of the following categories:

Resident

Residents who wish to vote must submit proof of residency within the Target Area. Proof of residency may include:

- A current utility bill with the resident's name and an address within the Target Area;
- Deeds, mortgages or homestead exemption documentation with the resident's name and an address within the Target Area; or
- Official correspondence from a governmental agency indicating the resident's name and an address within the Target Area.

Property Owner

A property owner who wishes to vote must submit property records consisting of deeds, mortgages and/or mortgage payment documentation with the property owner's name and address showing ownership and proof that the property in question is located within the Target Area.

Business Owner

A business owner who wishes to vote must submit documentation consisting of corporate records and evidence that his or her business is located within the Target Area.

Employment in Target Area

An individual who is employed in the Target Area who wishes to vote must submit a letter or documentation from his or her employer stating that the voter's work location is within the boundaries of the Target Area.

VOTER REGISTRATION

Registration of voters will begin at the Election Orientation Public Meeting and will last for a period of five working days. Voter registration must be done in person. During the voter registration period, those individuals wishing to vote in the CAC election must register with staff at the Target Area office and complete a voter registration form, attached hereto and incorporated herein as Attachment B.

Registration will not reopen on the day of election.

At the end of the voter registration period, CAHSD staff will review the voter registration form and the supporting documents for accuracy. Thereafter, staff will:

- Develop the roster of qualified voters;
- Compile the registration forms of all qualified voters; and
- Provide the qualified voters list to CAHSD election staff to use on Election Day.

ELECTION PROCEDURES**Stakeholder Candidates**

If there are more than 11 qualified candidates, an election will take place no earlier than 10 and no later than 20 working days after the Election Orientation Public Meeting. If there are 11 or less qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAHSD election staff will send the roster of the candidates to the CAHSD Director or his or her designee for certification.

Head Start and Young Adult Candidates

The Head Start representative shall be nominated by the Head Start program. The young adult representative may be nominated by a current CAC member. Both positions are elected by the majority of members serving on the Target Area CAC during a regular scheduled meeting.

PROCEDURES BEFORE POLLS OPEN**Qualified Voters List**

CAHSD staff must have a roster of qualified voters at the CAC meeting on the day of the elections.

Ballots

CAHSD election staff will ensure that they have a sufficient quantity of ballots for each Target Area CAC election. All ballots are prepared by staff and will be maintained under the custody of the appropriate staff. All ballots will be placed in a secured file cabinet at one of CAHSD's offices.

Ballot Boxes

The CAHSD election staff will utilize the County's Elections Department ballot boxes and seals for each CAC Target Area election. Ballot box equipment will be secured in advance of each election and stored at one of the CAHSD's offices until each election is conducted. After each election has been concluded, the ballot box equipment, seals and ballots will be returned to a CAHSD office and maintained in the custody of appropriate staff.

Certification of the Ballot Box

The ballot box will be inspected by staff and witnesses to ensure that it is empty and sealed with a numbered seal. The seal number is recorded on the election certificate, which is then signed by the CAHSD election staff.

Voting Booths

Two voting booths will be provided in each Target Area polling place.

POLL WATCHERS

Poll watchers are available upon request. A candidate requesting poll watchers must do so in writing; and must include a list of potential poll watchers. The request must be submitted to the designated staff person, who shall be identified election staff, no later than twenty-four hours prior to the day of the election. A candidate may have up to a maximum of three poll watchers. Each candidate may have only one poll watcher in the polling place at any one time during the election. If a candidate submits the names of more than one poll watcher for any polling place, the list must also contain the time periods in which each watcher is to be present in the polling place. Substitutions will not be permitted once the list is submitted.

- Each poll watcher must be a qualified and registered CAC voter in the Target Area in which the candidate is running for membership. No candidate or member of the candidate's immediate family, to include parents, brothers, sisters, spouse, or children, shall be designated as a poll watcher. Poll watchers must adhere to the direction of CAHSD election staff.
- The purpose of a poll watcher is to observe the conduct of the election. If a poll watcher witnesses election irregularities or violations of the election that do not comply with these guidelines, he or she must inform staff. If the staff person is perceived to be the one at fault, the poll watcher may call the office of the CAHSD Director at 786-469-4600.
- Poll watchers are not to speak to or interfere in any way with any poll worker or any voter, with the exception of when entering the polling place. The poll watcher must give his or

her name and present a current photo identification, issued by a government agency (see Part II: Eligibility for Membership) as proof of identity to staff. Such will be used to verify that he or she has been designated to serve as a poll watcher at that polling place.

- Poll watchers are not allowed in the registration or check-in areas at any time.

POLLING HOURS

Each polling place will be open on the day of election from 10:00 a.m. – 7:00 p.m. Voters will only be permitted in the polling place at the time that they are casting their votes. Any change in polling hours, due to location restrictions or other restrictions will be communicated in advance, if possible.

At 7:00 p.m., CAHSD election staff will make a public announcement that the last voter in line will be the last person permitted to vote. Those voters standing in line at 7:00 p.m. will be allowed to cast their ballots.

VOTING PROCEDURE

Voters will be directed to a registration check-in table, where they will provide current photo identification, issued by a government agency, as proof of identity to the CAHSD election staff. The election staff will locate the voter's name in the roster of qualified voters and will ask the voter to sign his or her name in the designated space on the roster. If the voter is unable to write, he or she will sign with a mark, which will be initialed by staff. Staff will then compare the signature on the voter roster with the signature on the voter's registration form, and, if necessary, require other identification. Staff will then issue the ballot to the voter.

CAHSD election staff will provide a fictitious sample ballot, in substantially the form attached hereto and incorporated herein as Attachment C, at each polling place, to be used in instructing voters on how to vote. Upon request, staff may provide individual voters further instruction by using the sample ballot. The voter will, without leaving the polling place, retire alone to a voting booth and must proceed to cast his or her ballot in secret.

BALLOT ASSISTANCE

Any voter who registers to vote in any election and is unable to read or write or has a disability, and needs assistance in voting, may request assistance of election officials or some other person during the election, to assist them in casting his or her vote.

SPOILED BALLOTS

Any voter who spoils a ballot will return it to the staff who will immediately destroy it without examination and give the voter another ballot. In no case will a voter be furnished with more than three ballots. Staff will keep a record of all ballots destroyed.

CLOSING OF THE POLLS

After the last vote has been cast, the CAHSD election staff will declare the polls closed. At that time, all candidates, poll watchers, and members of the news media may enter the polling place to witness the breaking of the seal on the ballot box.

VOTE TABULATION

After all eligible voters have cast their ballots and the election is officially declared closed, the vote tabulation of the CAC election will proceed as follows:

- The CAHSD election staff will sign the Election Certificate, attached hereto and incorporated herein as Attachment D, certifying that the ballot box for the CAC elections was sealed and unsealed prior to the ballots being counted.
- Before the tabulation begins, staff may designate two individuals to assist in witnessing the reading of the names and the recording of the votes on the tally sheet.
- Staff will tabulate the results by having one staff person to call out the name on each ballot and another staff person to record the vote. The 11 candidates with the highest number of votes will be elected to serve on the CAC.
- In the event of a tie, voting will continue for that Target Area during regularly scheduled CAC meetings, until a candidate has been declared a winner. Candidates may continue to participate in meetings in a member capacity until a winner is declared.

ELECTION CERTIFICATION

The CAHSD Director will certify the results of elections within five business days following the date of the election, provided there is no protest of election results. Prior to certifying the results, the CAHSD Director will have reviewed all letters of protest, investigated the allegations, and taken any action deemed necessary. The CAHSD Director will notify the candidates of the election results via U.S. mail.

PROTEST OF ELECTION RESULTS

Any candidate or voter registered and qualified to vote in the election is entitled to protest the election results as being erroneous by filing a sworn, written protest with the Director of CAHSD within five business days following the date of the election.

ELECTION OF OFFICERS

Elections of officers shall be held within 30 calendar days following the final certification of the members. CAHSD staff will convene the newly elected CACs to elect officers from among the membership. The nomination and election of officers will be conducted by ballot. In the event of a tie, the election process will be repeated. If the tie is not broken following the second ballot, the tie shall be broken by the toss of a coin.

RECALL OF A MEMBER

A Target Area Stakeholder may initiate a recall of a member of the CAC for malfeasance or misconduct, including violations of the code of ethics or member code of conduct. Allegations of malfeasance and misconduct must be supported by concrete evidence, including but not limited to: dereliction of duties, police reports referencing an arrest, conduct unbecoming of a member, violence, threats to others and/or intimidation.

The Stakeholder must provide the CAC with written notice of the allegations against its member or officer.

Recall is a two-step process:

1. Community Advisory Committee Action

Based on the evidence presented to the CAC, it must determine whether or not sufficient grounds exist to refer the matter to CAHSD for a binding decision. Referral of the matter requires a two-thirds vote of the members present, excluding any members who must refrain from voting. The CAC shall provide the Stakeholder and the member in question with an opportunity to present evidence at a regularly scheduled meeting. Upon the conclusion of the presentation of the evidence, the CAC members shall vote on whether to remove the member from the CAC. The member(s) presenting evidence or testimony in the recall must refrain from voting on the member's recall.

2. Departmental Review

The CAC shall forward all documents related to the recall to the CAHSD Director. The CAHSD Director shall review the documents related to the recall and render a final binding decision.

REIMBURSEMENTS

The Department will attempt to the greatest extent possible, to reimburse an individual for parking expenses incurred while attending a CAC or CAAB meeting.

CITIZEN PARTICIPATION PLAN HISTORY

The CPP was created on July 7, 1981. If changes arise which require revisions to the document, an amended Plan is created and submitted for approval to the appropriate entities.

Amendments to the CPP were approved in:

- October 1983
- June 1989
- May 1990
- October 2001
- August 2005
- April 2008
- December 2009
- June 2012

- March 2019

ATTACHMENTS

Attachment A

ELIGIBILITY QUALIFICATION AFFIDAVIT

Declaration of Interest in Community Advisory Committee membership.

I, _____
PLEASE PRINT NAME

I am eligible based on one or more of the following qualification(s):

_____ I live in the Target Area	_____ HOME ADDRESS
_____ I own property in the target area	_____ PROPERTY ADDRESS
_____ I own a business in the target area	_____ BUSINESS ADDRESS
_____ I am employed in the Target Area	_____ EMPLOYMENT ADDRESS
_____ I am a Head Start Parent/Guardian	
_____ I am a participant in a CAA sponsored Elderly Program	
_____ I am between the ages of 18 – 25	
_____ My income falls within the Health and Human Services Poverty Guidelines	
_____ Other considerations: Specify in an attached document	
_____ None of the above	

By signing this affidavit, I hereby attest that, to the best of my knowledge, all of the information contained herein is correct. If any of the information provided is determined to be false, I understand and acknowledge that I will be subject to immediate removal from the Community Advisory Committee and waive all rights to appeal or otherwise challenge such removal.

SIGNATURE OF APPLICANT

STAFF SIGNATURE

Attachment B**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES
DEPARTMENT
COUNTY-WIDE COMMUNITY ADVISORY COMMITTEE VOTER REGISTRATION
FORM**

Target Area Name: _____

FIRST	MIDDLE	LAST NAME
RESIDENT ADDRESS	APT.	ZIP CODE
WORK ADDRESS		ZIP CODE
PROPERTY ADDRESS		ZIP CODE
BUSINESS ADDRESS		ZIP CODE
REGISTRATION DATE		DATE OF BIRTH

QUALIFICATION OF VOTER

LIVE IN AREA	☐	OWN A BUSINESS IN AREA	☐
OWN PROPERTY IN AREA	☐	EMPLOYED IN AREA	☐

I hereby swear or affirm that all of the information provided herein is true and understand that it may be shared with the candidates and considered a public document pursuant to chapter 119, Florida Statutes.

SIGNATURE OF REGISTRAR_____
SIGNATURE OF VOTER

Attachment C

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES
DEPARTMENT
MEMBERSHIP ELECTION
DATE:**

**SAMPLE BALLOT
(Community Action and Human Services ONLY)**

QUALIFIED VOTERS MAY VOTE FOR UP TO ELEVEN (11) CANDIDATES.
(Candidate names are in alphabetical order)

_____ John Axel	_____ Mitchell Johnson
_____ Bernice Bake	_____ Maria Jones
_____ Betty Charles	_____ Saens Kontz
_____ Washington Dowell	_____ Clay Lawrence
_____ Elie Evans	_____ Pedro Rodriguez
_____ Mary Fonseca	_____ Michelle Sajous
_____ Moris Frankel	_____ Angelica Seymour
_____ Merlot Graham	

*(If you voted for more than eleven (11) candidates, this ballot will be void)

Jonas Hamilton, Election Staff, CAHSD
Marisol Edward, Election Staff, CAHSD

Attachment D

Miami-Dade County Community Action and Human Services Department ELECTION CERTIFICATE

Target Area ELECTION _____

I, _____, a member of the Election Staff of Miami-Dade County Community Action and Human Services Department, Florida, do, by my signature hereto, certify that the ballot box for the Community Advisory Committee election being held this

day of the month _____, 20 _____ is locked with seal number _____

Election Staff Name (Print)

Election Staff Signature

The undersigned, members of the Election Staff of Miami-Dade County Community Action and Human Services Department hereby certify to the best of our knowledge that the seal number locked in the ballot box corresponds exactly with the number registered above. The following witnesses were also in our presence and assisted in the breaking of the seal and the tabulation process. Except as otherwise specifically set forth and declared in this certification, no ballot in our presence or sight was: (1) removed from or added to the ballot box; (2) altered or tampered with in any manner or by any person; and (3) touched by any person unauthorized to do so.

Quantity of voted ballots []

Quantity of voided ballots []

Election Staff Name (Print)

Election Staff Signature

Election Staff Name (Print)

Election Staff Signature

Witness Name (Print)

Witness Signature

Witness Name (Print)

Witness Signature