

**Proposed Timeline for Study and Report
on Alternative Methods for Conducting the City's Neighborhood Council Elections**

**Office of the City Clerk
October 12, 2011**

As instructed by the Council and Mayor in the City's 2011-12 Adopted Budget, the City Clerk will proceed with a study and report on alternative methods for conducting the City's Neighborhood Council (NC) Elections. The proposed NC Election Study is designed to ascertain what the NCs' true preferences are for conducting NC elections, and then to lay out all options, with their corresponding costs, for Council and Mayor review. The study will consist of seven stages and take place over the next year and a half, between July 2011 and December 2012:

1. *July 2011: Task Preparation and Project Development*
 - The City Clerk will establish the purpose and goals of the proposed study and develop a timetable.
2. *July-Sept 2011: Coordination Meetings, Presentations and Feedback*
 - The City Clerk will hold a series of meetings and presentations with NCs, Regional NC Alliances, DONE, BONC, and other relevant parties to understand how they prefer NC Elections to be conducted.
3. *Sept-Oct 2011: Information Compilation*
 - The City Clerk will compile all relevant information and narrow down the options for conducting NC Elections to those with significant support.
4. *Oct 2011-Feb 2012: Survey Development, Distribution, and Feedback*
 - The City Clerk will develop and distribute a survey that will require NCs to select their preferred election option. Thereafter, an additional survey will be provided to stakeholders through the Election Division's Neighborhood Council Election website for additional responses.
5. *Feb 2012: Final Report to Council*
 - The City Clerk will write a summary report presenting the options for proceeding with the 2014 NC Elections and their corresponding costs, and submit the report to Arts, Parks, Neighborhoods Committee and Council for approval.
6. *Feb-Sept 2012: RFQ/RFP Process (if applicable) for an Electronic Voting vendor*
 - If Council authorizes solicitation of an Electronic Voting vendor, the City Clerk will release a Request for Qualifications (RFQ) and/or Request for Proposal (RFP). Depending on the complexity of the election option, the City Clerk anticipates this process to last at least six months.
7. *Sept-Dec 2012: Electronic Voting vendor is selected*
 - Requires Council approval to award and fund vendor contract.