

CITY OF SANTA CLARA
VOTING GUIDELINES FOR THE APPOINTMENT
OF APPLICANTS TO TASK FORCE ON DIVERSITY, EQUITY,
AND INCLUSION

- 1) The Task Force on Diversity, Equity, and Inclusion (Task Force) is given a copy of the applications in their weekly packet to review and consider applicant qualifications.
- 2) Task Force interviews applicant. Interviews are held virtually.
 - A) Each applicant is given two (2) minutes for an opening statement. There will be seven (7) minutes allocated for Q&A. The applicant may respond to questions from the Council. The applicant has one (1) minute for a closing statement.
- 3) Task Force votes for applicants:
 - A) The Task Force will cast one vote each for their six (6) desired appointees. Only one vote per applicant is allowed. A Task Force Member may choose to vote for only one applicant but will relinquish the other vote.
- 4) The votes are tallied:
 - A) The Assistant City Clerk will announce the six (6) applicants who received the highest number of votes. In the event of a tie, there will be another round of re-voting for the those remaining; the round of re-voting would be for only those applicants who received votes in the first round. The Task Force then has an opportunity to deliberate regarding the remaining six (6) applicants. The Task Force will then cast one vote each for their top three (3) desired appointees. The Assistant City Clerk will announce the three candidates (3) who received the most votes.
 - i. If there is a tie, there will be 3 re-votes for the Task Force to reconsider the applicants. The Task Force has the opportunity to deliberate between each round of re-voting.
 - ii. If there is still a tie and there is not a full Task Force present, the Task Force will defer the decision until a full Task Force is present, and re-interview the top six (6) applicants.
 - iii. If there is a full Task Force present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Task Force has the opportunity to deliberate.

- iv. The Task Force votes, with the applicant receiving the highest number of votes being the winner. The Assistant City Clerk will announce the winner.
- 5) A Task Force Member makes a motion to appoint the three (3) applicants that received the highest number of votes. The Task Force has the opportunity to vote unanimously to appoint the applicants by taking a roll call vote during the virtual meeting.