

White Birch Lakes Recreational Association

TITLE: Election Policy

DATE: 11/10; rev.9/12; rev. 10/13; rev. 10/14;
rev. 5/16; rev. 10/17

POLICY: X

CATEGORY: Board

PROCEDURE: X

ATTACHMENT: yes

WBLRA#023

APPROVED

Sharon Budge, President

POLICY PAGES: 7

Purpose: To ensure that every election of Officers at White Birch Lakes Recreational Association shall be conducted in a fair and legal manner and that all process steps are in place and followed by all parties involved.

Policy

Be it resolved that all elections held at White Birch Lakes Recreational Association will adhere to this Election Policy and all details and procedure will be followed in order to ensure a fair and legal election. This policy will cover the election specifics as follows:

- 1) Letter of Intent/Letter of Candidacy procedure
- 2) Nominating Committee procedure
- 3) Absentee Ballot procedure
- 4) Teller procedure
- 5) Annual Meeting procedure

Letter of Intent/Letter of Candidacy Procedure:

Members should give notice of their intent to run for an open Board seat by submitting a Letter of Intent/letter of Candidacy to the Secretary of White Birch Lakes Recreational Association no later than the designated deadline of June 1st of the current year per the By-Laws.

A Letter of Intent/Letter of Candidacy submitted by a member must contain the following information:

- 1) Member's full name
- 2) Member's lot number
- 3) A statement that they are a candidate for the vacant seat on the Board of Directors of White Birch Lakes Recreational Association.
- 4) Other pertinent information such as qualifications, experience, personal qualities that would make them an asset to the Board of Directors.
- 5) SIGNATURE required.

Only members of White Birch Lakes Recreational Association in good standing are eligible to run for a board position.

Nominating Procedure

1. A Nominating Committee shall be named by the Board of Directors. It will consist of at least five (5) members and one Board member that is not running for re-election in that year to serve as a Board Liaison for the Committee. The nominating committee shall be named by the Board of Directors no later than March 15th of each year.
2. Robert's Rules state that the President of the Board of Directors shall not be on the committee.
3. Duties of the Nominating Committee are:
 - a. To seek out and encourage qualified candidates to submit a Letter of Intent/Letter of Candidacy by June 1st.
 - b. To accept the names of members who have submitted a Letter of Intent/Letter of Candidacy by June 1st.
 - c. To verify the eligibility of all candidates. This is to be done by the Election Committee along with the Association Secretary and in accordance with the By-Laws. This means a candidate must be a member in good standing and not an employee of the Association or an employee's immediate family member (spouse, sibling, parents (or) child).
 - d. To report to the Board so that the names and their Letters of Intent can be published in the Birch Bark newsletter, on the website and in any other manner that is an official Association method of communication. This must be done by the Board of Directors meeting in June.
 - e. The ballot shall be prepared and approved by the Board of Directors as soon as the list of eligible candidates have been reported to and accepted by the Board.
 - f. To report to the members at the Annual Meeting, the names of the qualified candidates.
 - g. A candidate may appoint a poll watcher to observe all handlings of ballots; but they are not to interfere with the process. A system for objections or questions must be put in place before the election.

Absentee Ballots Procedure

Absentee ballots are allowed by the By-Laws. Regulations governing absentee ballots are as follows:

1. An application for an Absentee Ballot shall be sent to every member by first class mail by way of the April newsletter or the Association's official website, even though all candidates have not been selected.
2. A member in good standing, wishing to vote absentee must:
 - a.) Fill out the application and sign his/her name
 - b.) RETURN the application to the address listed in the application
 - c.) NO application that is FAXED OR EMAILED will be ACCEPTED or ELIGIBLE for an Absentee Ballot.
3. Absentee Ballots shall be sent by first class mail to each eligible member who has returned a signed application requesting a ballot. To be eligible to receive a ballot(s), the member must:
 - a.) Be in good standing by JUNE 15TH of the voting year.

- b.) Their ADDRESS on the application must be the same as recorded in the office.
 - c.) They have returned only one application for an Absentee Ballot.
4. Absentee Ballots shall be prepared as follows:
- a.) The Secretary shall securely retain the master list of members in good standing. Application for Absentee Ballots shall be checked against the most current master list of members in good standing and they shall clearly mark the list as to whether a ballot has been issued or not.
 - b.) Absentee Ballots shall be sequentially numbered.
 - c.) They should be a different color than the ballots to be used at the Annual Meeting.
 - d.) They should be folded prior to random filling of envelopes.
 - e.) All Absentee Ballots shall be sent with an envelope, which has on its face, the return address clearly visible, and on the back, a visible location for the member to sign their name and lot number (s).
 - f.) The outside envelope shall contain an instruction sheet, the required number of ballots allotted to the applicant, and a return envelope.
5. Application for an absentee ballot(s) must be received in the Post Office Box no less than (15) days before the Annual Meeting.
6. Absentee Ballots must be received at the return address by 4:00 P.M. on the Friday before the Annual meeting and Election.
7. Member (s) who received an Absentee Ballot but decided not to vote absentee MUST bring their Absentee Ballot with them to the Annual meeting and exchange it for a regular ballot.

Teller Procedures

1. The day of the Annual meeting, the Secretary and the Chairperson or Co-Chairperson of the Election/Teller Committee shall together pick up the Absentee Ballots from the post office box. The ballots shall be placed in a secure receptacle to transport them to the Annual Meeting.
 - a.) At all times (not just the day of the Annual Meeting) all ballots (absentee and regular) shall remain in the possession of the Association's Secretary and the Teller Committee Chair (both) until such time that the ballots can be placed in an approved and secure tamper resistant receptacle.
 - b.) Once this is done, the ballots shall remain in this secure receptacle until opened for such time as counting and/or verification.
 - c.) Ballots shall never be handled by any single individual while in an unsecured state (not in a tamper resistant receptacle), and only then shall they be handled by the Teller Committee and Association Secretary together.
 - d.) The intent of the above rule/rules is to ensure and protect the integrity of both the ballots and members that are handling them.
2. On the day of the Annual meeting, the committee shall convene to a private location and begin to tally the Absentee Ballots. A quorum is not required per attorney opinion dated 2011,

3. The committee shall assist with the distribution and supervision of the voting at the Annual meeting
4. The Tellers shall count the ballots cast at the Annual Meeting and produce a tally sheet which shall state:
 - a.) Total number of ballots received (Annual Meeting and Absentee Ballots)
 - b.) Total number of ballots disqualified (Annual meeting and Absentee Ballots)
 - c.) Total number of votes each candidate received (separate columns for Absentee and Annual Ballots and the total)
 - d.) Total number of ballots cast in favor of a proposal and total number against a proposal
 - e.) When examining of ballots to be counted (Annual Meeting and Absentee), tellers will disqualify ballots for any of the following reasons:
 1.) Voter failed to clearly indicate which candidate(s) they voted for
 2.) Too many candidates were voted for on the ballot
 3.) The ballot is altered such as that the intent of the voter is unclear
 4.) Any ballot that appears to be counterfeit

Annual Meeting

1. The ballots from the previous year's election shall be destroyed.
2. The Board of Directors shall observe the election, not the Chair of the Election Committee. The Chain of command for problem solving must be as follows:
 - a.) Chairperson
 - b.) Liaison member of the Board
 - c.) The President of the Board
 - d.) The Whole Board
3. Ballots must be the same as the Absentee Ballot, except in color.
4. Ballots must be numbered consecutively.
5. Ballots must not have any notation which would associate such ballot with any member or lot number.
6. At the Annual Meeting, the President of the Board shall call for nominations from the floor. Eligibility will be verified by the Secretary.
7. At the Annual Meeting, the Board shall set aside a block of time for members to hear statements from the candidates and to ask questions, before the ballots are distributed.
8. The Board shall determine that a quorum has been met by eligible voters.
9. After the question and answer period, the distribution of the ballots shall begin by the Secretary.
10. The Tellers shall assist and supervise the voting.
11. The Board shall provide adequate facilities so members can vote immediately and drop them in a locked box as soon as they have voted.
12. No ballots shall leave the voting area.
13. The Tellers assignments, as follows:
 - a.) One Teller will help the Secretary check member status and monitor the flow of waiting voters.
 - b.) Two Tellers will issue the ballots
 - c.) One Teller will make sure the ballots are deposited into the ballot box

14. When all members have voted and ballots have been placed in the ballot box, the President of the Board shall declare the voting ended.
15. The Tellers will now begin to count the ballots.
16. Absent Ballots and Annual Meeting ballots should not be co-mingled.
17. When all the ballots have been counted, the Tellers shall inform the results of the voting to the Board President using the tally sheet.
18. The President of the Board announces the results to the membership.
19. The President of the Board shall then indicate this is the time to request a recount.
20. The ballots shall be secured in the appropriate receptacle to be taken to the office by the Secretary and remain secured until the following years election.

**White Birch Lakes Recreational Association
2017 Ballot for Board of Directors**

There are 2 open seats each for 3 (three) year terms.

Vote for no more than 2 (two) candidates. Place an X in the box preceding your choice.

If you write in the names of Members NOMINATED FROM THE FLOOR, please remember you must also place an X in the box preceding their name to be counted.

1.)

2.)

3.)

NOMINATIONS FROM THE FLOOR

4.)

5.)

6.)

**2017 Application for Absentee Ballot
White Birch Lakes Recreational Association Election**

White Birch Lakes Recreational Association (WBLRA) By-Laws provide that Members may vote by Absentee Ballot by requesting a ballot in writing.

If you choose to vote by Absentee Ballot in the 2017 WBLRA election, you must complete this application and **return to the POST OFFICE BOX listed below.**

Absentee ballots will be sent out after June 15th. *To receive an Absentee Ballot, this application must be received at the Post Office by July 5th, 2017.*

PRINT FULL NAME _____

ADDRESS _____

CITY, STATE & ZIP CODE _____

LOT NUMBER(S) _____

You may only vote for lots upon which you pay assessments-**NOT CONTIGUOUS STATUS LOTS.**

MEMBER'S SIGNATURE _____

MUST BE SIGNED

Member's Signature: (By signing this application, this certifies that they are an owner of the listed lot(s), that they are a member in Good Standing, that they intend to submit an Absentee Ballot for the lot(s) listed, and they will not permit a non-member, or member not in Good Standing to vote using the Absentee Ballot(s) they will be issued.)

Return this Completed Application **BY U.S. MAIL ONLY TO:**

**White Birch Lakes Election
P.O. Box 839
Farwell, Michigan 48622**

Absentee Ballots may ONLY be received if requested by application in writing to the above P.O. Box.

Applications for Absentee Ballots must be received by Wednesday, July 5, 2017 to receive a voting ballot by mail.

Absentee Ballots must be received at the Post Office Box by 4 pm on Friday July 14, 2017 to be counted.

If you do not receive a ballot, please contact the Secretary/Treasurer WBLRA at (989) 588-7169

Office Use Only

Membership Status Verified _____ (initials) Not Verified _____ (initials)