

White Birch Lakes Recreational Association

Title Election Policy	Date 11/2010; rev.9/12; rev.10/13; rev.10/14
Policy X	Category
Procedure X	Attachment (revised election policy)
Approved by:	Policy Page 5

***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, one of which shall be a Board member that is not running for re-election in that year. 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 20 days before the Annual Meeting.
6. Absentee Ballots must be received at the return address by 4:00 P.M. on 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 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 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
2. Ballots must be the same as the Absentee Ballot, except in color.
3. Ballots must be numbered consecutively.
4. Ballots must not have any notation which would associate such ballot with any member or lot number.
5. At the Annual Meeting, the Board shall call for nominations from the floor.
6. 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.
7. The Board shall determine that a quorum has been met by eligible voters.
8. After the question and answer period, the distribution of the ballots shall begin by the Secretary.
9. The Tellers shall assist and supervise the voting.
10. The Board shall provide adequate facilities so members can vote immediately and drop them in a locked box as soon as they have voted.
11. No ballots shall leave the voting area.
12. The Tellers assignments, as follows:
 - a.) One Teller will check the licenses of the voter and monitor the flow of waiting voters
 - b.) One Teller will help the Secretary, checking member status
 - c.) Two Tellers will issue the ballots

- d.) One Teller will make sure the ballots are deposited into the ballot box
13. When all members have voted and ballots have been placed in the ballot box, the President of the Board shall declare the voting ended.
 14. The Tellers will now begin to count the ballots.
 15. Absent Ballots and Annual Meeting ballots should not be co-mingled.
 16. When all the ballots have been counted, the Tellers shall inform the results of of the voting to the Board President using the tally sheet.
 17. The President of the Board announces the results to the membership.
 18. The President of the Board shall then indicate this is the time to request a re-count.
 19. The ballots shall then be given to the Security people to be secured for a year.
 20. The ballots from the previous year's election shall be destroyed.