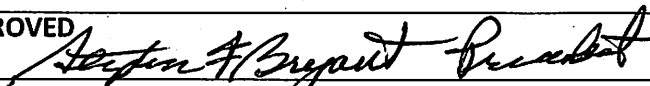


White Birch Lakes Recreational Association

TITLE: Election Policy	DATE: 11/10; rev.9/12; rev. 10/13; rev. 10/14; rev. 5/16; rev. 10/17; rev. 11/18; rev. 10/2020
POLICY: X	CATEGORY: Board
PROCEDURE: X	ATTACHMENT: yes WBLRA#023
APPROVED 	POLICY PAGES: 6
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

NOTE: As of November 10, 2018, the Committee formerly known as the Nominating/Teller/Election Committee as referred to in the WBLRA By-Laws will now be known as the Election Committee.

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 Procedures
- 2) Election Committee Procedures
- 3) Absentee Ballot Procedures
- 4) Election Procedures
- 5) Annual Meeting Procedures
- 6) Post-Election Follow-Up Procedures

1) 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.

1.1) A Letter of Intent/Letter of Candidacy submitted by a Member must contain the following information:

- 1.1a) Member's full name
- 1.1b) Member's lot number
- 1.1c) A statement that they are a candidate for the vacant seat on the Board of Directors of White Birch Lakes Recreational Association.
- 1.1d) Other pertinent information such as qualifications, experience, personal qualities that would make them an asset to the Board of Directors.
- 1.1e) SIGNATURE required.

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

2) Election Committee Procedures:

2.1) An Election 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 Election Committee shall be named by the Board of Directors no later than March 15th of each year.

2.2) Robert's Rules state that the President of the Board of Directors shall not be on the Committee.

2.3) Duties of the Election Committee are:

2.3a) To seek out and encourage qualified candidates to submit a Letter of Intent/Letter of Candidacy.

2.3b) To accept Letters of Intent/Letter of Candidacy by June 1st and verify eligibility of all Candidates. This is to be done with the Association Secretary and in accordance with the WBLRA By-Laws. All candidates 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).

2.3c) To report to the Board so that the names and their Letters of Intent can be published in the Birch Bark newsletter, and on the WBLRA website which are the official WBLRA Association's methods of communication. This must be done by the Board of Directors meeting in June.

2.3d) 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.

2.3e) To report to the Members at the Annual Meeting, the names of the qualified candidates by the Election Committee Chairperson.

2.3f) Confidentiality:

All Election Committee meetings are private and confidential by all attendees (including Board Liaison, Association Secretary and Poll Watchers). Any issues that arise should be initially addressed with the Election Committee Chairperson to deter any perception of impropriety. Prompt attendance and adherence to confidentiality must be enforced.

2.4) Poll Watcher's Responsibilities:

2.4a) Each nominee may appoint one (1) Member or Associate Member in good standing to act as their poll watcher during the absentee ballot distribution and also the counting of the ballots at the Annual Meeting.

2.4b) Each nominee is responsible for the conduct of their poll watcher.

2.4c) Poll watchers will observe the following:

2.4c1) Remain outside the immediate area where ballots are being counted, or within an area designated by the Election Committee Chairperson.

2.4c2) Shall not make verbal comments on the Election Committee's procedures or actions nor shall they make any noises, sounds, gestures, or other actions deemed offensive, intended to supply information, or interfere. **No electronic devices are allowed.**

2.4c3) May take notes, but not share any notes with any person other than the nominee whom they represent and shall not leave their designated observation area until the Election Committee has completed its count, produced its report and reported to the Membership.

2.4d) A poll watcher can be removed at the discretion of the Election Committee.

2.4d1) The Election Committee Chairperson shall direct any poll watcher requested to be removed to leave the area immediately. No appeals considered.

2.4d2) The nominee who appointed the dismissed poll watcher shall be responsible to assure that the dismissed poll watcher shares no information with any person, including the nominee who appointed them, until the Election Committee has completed their count and report.

2.4d3) The nominee who appointed the dismissed poll watcher may appoint another Member or Associated Member in good standing to replace the dismissed poll watcher.

3) Absentee Ballots Procedures:

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

3.1) An application for an Absentee Ballot shall be sent to every Member by first class mail by way of the June newsletter or the Association's official website, even though all candidates have not been selected.

3.2) A Member in good standing, wishing to vote absentee must:

3.2a) Fill out the current year application and sign his/her name

3.2b) RETURN the application to the address listed or to the locked Election box in the Secretary/Treasurer's office during business hours.

3.3c) NO application that is FAXED, MAILED TO THE OFFICE, OR EMAILED will be ACCEPTED or ELIGIBLE for an Absentee Ballot.

3.3) 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:

3.3a) Be in good standing by JUNE 15TH of the voting year.

3.3b) They have returned only one application for an Absentee Ballot.

3.4) Absentee Ballots shall be prepared as follows:

3.4a) 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.

3.4b) Absentee Ballots shall be sequentially numbered.

3.4c) They should be a different color than the ballots to be used at the Annual Meeting.

3.4d) They should be folded prior to random filling of envelopes.

3.4e) 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).

3.4f) The outside envelope shall contain an instruction sheet, the required number of ballots allotted to the applicant, and a return envelope.

3.4g) Two Election Committee Members (which may include WBLRA Association Secretary) must take Absentee Ballots, applications and/or returns to/from the post office.

3.5) Application for an absentee ballot(s) must be received in the Post Office Box or the locked Election box in the Secretary/Treasurer's office during business hours no less than (15) days before the Annual Meeting.

3.6) Absentee Ballots must be received at the return address by 4:00 P.M. on the Friday before the Annual Meeting and Election.

3.7) 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.

4) Election Procedures:

4.1) The day of the Annual Meeting, the WBLRA Association Secretary and the Chairperson or Co-Chairperson of the Election 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.

4.1a) 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 Election Committee Chair (both) until such time that the ballots can be placed in an approved and secure tamper resistant receptacle.

4.1b) Once this is done, the ballots shall remain in this secure receptacle until opened for such time as counting and/or verification.

4.1c) 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 Election Committee and Association Secretary together.

4.1d) The intent of the above rules is to ensure and protect the integrity of both the ballots and Election Committee Members that are handling them.

4.2) On the day of the Annual Meeting, the Committee shall convene to a private location and begin to tally the Absentee Ballots.

4.3) The Election Committee shall assist with the distribution and supervision of the voting at the Annual Meeting and count the ballots cast and produce a tally sheet which shall state:

4.3a) Total number of ballots received (Annual Meeting and Absentee Ballots)

4.3b) Total number of ballots disqualified (Annual Meeting and Absentee Ballots)

4.3c) Total number of votes each candidate received (separate columns for Absentee and Annual Ballots and the total)

- 4.3d) Total number of ballots cast in favor of a proposal and total number against a proposal
- 4.3e) When examining ballots to be counted (Annual Meeting and Absentee), ballots will be disqualified for any of the following reasons:
 - 4.3e1) Voter failed to clearly indicate which candidate(s) they voted for
 - 4.3e2) Too many candidates were voted for on the ballot
 - 4.3e3) The ballot is altered to the extent that the vote is unclear
 - 4.3e4) Any ballot that appears to be counterfeit

5) Annual Meeting Procedures:

- 5.1) All ballots from the previous year's election shall be destroyed (burned).
- 5.2) The Chain of command for problem solving is as follows:
 - 5.2a) Chairperson of the Election Committee
 - 5.2b) Liaison Member of the Board
 - 5.2c) The President of the Board
 - 5.2d) The Whole Board
- 5.3) Absentee Ballots and Meeting Ballots shall be different in color.
- 5.4) Ballots must be numbered consecutively.
- 5.5) Ballots must not have any notation which would associate such ballot with any Member or lot number.
- 5.6) At the Annual Meeting, the Election Committee Chairperson shall call for nominations from the floor. Eligibility will be verified by the Secretary.
- 5.7) 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.
- 5.8) The Board shall determine that a quorum has been met by eligible voters.
- 5.9) The Election Committee shall assist and supervise the voting.
- 5.10) The Board shall provide adequate facilities so Members can vote immediately and drop them in a locked box as soon as they have voted.
- 5.11) No ballots shall leave the voting area.
- 5.12) The Election Committee assignments are as follows:
 - 5.12a) One will help the Secretary check Member status.
 - 5.12b) Two will issue the ballots.
 - 5.12c) One will make sure the ballots are deposited into the ballot box and ensure privacy.
 - 5.12d) One will monitor the flow of waiting voters.
- 5.13) When all Members have voted and ballots have been placed in the ballot box, the President of the Board shall declare the voting ended.
- 5.14) The Election Committee will now begin to count the ballots.
- 5.15) Absentee Ballots and Annual Meeting ballots will not be co-mingled.
- 5.16) When all the ballots have been counted, the Election Committee Chairperson shall inform the results of the voting using the tally sheet.
- 5.17) The President of the Board shall then indicate this is the time to request a recount.
- 5.18) The ballots shall be secured in the appropriate receptacle to be taken to the office by the WBLRA Secretary and an Election Committee Member and **must** remain secured until the following year's election.

6) Post Election Follow-up Procedures:

- 6.1) Consists of respective past year's Election Committee Members and the next year's Election Committee Members to determine any and all issues related to the past WBLRA year's election. This meeting shall occur the 1st week of October following the election.
- 6.2) To identify, discuss and agree upon issues to be brought to the Board of Directors no later than the November Board Meeting for discussion, acceptance and approval to revise the WBLRA Election Policy accordingly.
- 6.3) Revised WBLRA Election Policy (upon WBLRA Board approval) will be applicable to the next year's WBLRA election.

**2020 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 **2020 WBLRA election**, you must **complete this application and return to the POST OFFICE BOX listed below.**

Absentee ballots will be sent out *AFTER* Monday, June 15, 2020. ***To receive an Absentee Ballot, this application must be received AT THE POST OFFICE before Friday, July 3, 2020. No other application will be accepted.***

FIRST AND LAST NAME OF VOTER _____

MAILING STREET ADDRESS _____

MAILING CITY, STATE & ZIP CODE _____

LOT NUMBER(S) _____

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

NOTE: ABSENTEE BALLOTS WILL ONLY BE ISSUED IF REQUESTED BY APPLICATION IN WRITING TO THE ABOVE POST OFFICE BOX.

Applications for Absentee Ballots MUST BE received by Friday, July 3, 2020 to receive a voting ballot by mail.

Absentee Ballots MUST BE received AT THE POST OFFICE BOX by 4 pm on Friday, July 17, 2020 to be counted.

If you do not receive an Absentee ballot, please contact the Election Committee Chairperson, Sandy Getz, at 989-954-8634.

Office Use Only

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

Revised 11/08/2019

White Birch Lakes Recreational Association
2020 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.)
- 4.)

NOMINATIONS FROM THE FLOOR

- 5.)
- 6.)
- 7.)
- 8.)

SAMPLE

Following is the proposed change to the By-Laws:

Article IV
Meetings

Section 11 – Procedures for Board Meetings

The following By-Law in Article 4, Section 11, Number 4, currently states:

“Ten percent (10%) of the voting Members of this Association shall constitute a quorum of any meeting of the Members and Associate Members. Said Members must be present in person to be counted in the quorum.”

The proposed By-Law change is to change the wording as follows:

“Ten percent (10%) of the voting Members of this Association shall constitute a quorum of any meeting of the Members and Associate Members. Said Members must be present in person or by Absentee Ballot to be counted in the quorum.”

By voting “YES” you will “APPROVE” the By-Law Amendment and allow the Absentee Ballots to be counted toward the quorum.

By voting “NO”, there will be “NO CHANGE” to our current By-Laws.

DO NOT PLACE YOUR SIGNATURE OR LOT NUMBER ON THE FACE OF THIS BALLOT TO INSURE THE PRIVACY OF YOUR VOTE. THANK YOU.