



## Official Policy - Election of Directors

Consistent with Association Bylaw section 5.04, election of directors shall be held during the annual meeting of the association. Only those members eligible may vote.

Absentee votes may be submitted electronically in writing to the Election Officer in the time between the nominations and the annual meeting. Absentee ballots will be accepted by those who are ill, incapacitated or who have notified the VP of the desire to vote in advance of the election meeting.

Intent of this Policy: This policy outlines the process by which members are nominated and elected to various director positions. The process is undertaken over several meetings and culminates at the Association's announced annual meeting. Unanticipated director vacancies and the process for filling these vacancies are also addressed.

### **Process for Election of Directors**

#### **A. Prior to the Meeting Preceding the Association's Annual Meeting**

1. Elections shall be administered by an active member appointed by the Vice President. Prior to the meeting preceding the annual meeting the Vice President will identify an active member to conduct the election. The Vice President will also identify two members of the Board and one additional member-at-large to serve as an election committee, charged with officially counting ballots and certifying the results.

#### **B. During the Meeting Preceding the Association's Annual Meeting**

1. During the meeting preceding the annual meeting the election officer will officially open nominations, by director position and in the following order:
  - a. President
  - b. Vice President
  - c. Any known vacancy for the following year and
  - d. First-year Board Member
2. Nominations will be taken for each open director position. To be nominated the member must be:
  - a. An active member per bylaw section 3.02.
  - b. Receive a second to the nomination.

- c. The election officer will wait for a member motion to table nominations for that director position until the annual meeting and will then officially open nominations for the next position.
- d. If the election officer is nominated during this process and does not remove his/her name from nomination, he/she must cease to serve as the election officer and another officer will be appointed by the Vice President.

### **C. During the Association's Annual Meeting**

1. The election officer will list nominations by director position and will then reopen nominations for each position, beginning with the President and thereafter following the order outlined in section 1.0. To be nominated the member must be:
  - a. An active member per bylaw section 3.02
  - b. Receive a second to the nomination.
2. The election officer will await a member motion to close nominations for that director and will then call for a vote.
  - a. If only one member is nominated for an open position, the election officer shall call for a motion to elect by acclamation (affirmative voice vote from the membership).
3. The election committee will count the votes for that position. If there are more than two members nominated and none of them receive a majority vote, the election officer will return to the membership and identify the top two candidates, alphabetically by last name. A second vote between these two candidates will then occur, following the above procedure.
4. The election committee must unanimously certify the final results for that position. The election officer will report the results to all members present. The election officer will then request a motion/second to open nominations for the next director position and will follow the above process for that position.
5. This process will be repeated until all open positions are filled. The elections officer will then entertain a motion/second to close the election.

### **D. Vacancies**

1. If a board vacancy is created as a result of a recall election as defined in Bylaw section 5.07, then that position shall be opened for nominations during the annual meeting and an election held following the above process.
2. If a vacancy is created as defined in Bylaw section 5.06, the vacancy shall be filled by an affirmative vote of the remaining board members as outlined in Bylaw section 5.08. At the discretion of the remaining board members, directors may be reassigned to different positions at the time the vacancy is filled.
  - a. In the event that a vacancy is filled as described above (Item D.2), the membership shall be asked to ratify the board decision with a simple majority vote at the next general membership meeting, provided that the board of directors has announced their decision via written electronic notice at least one week in advance of that meeting. If the membership's vote does not ratify the board decision, an election using the procedures in section C above will be held.