

2/20/2008

SITZMARKER SKI CLUB OFFICER ELECTIONS
ANNUAL VOTING PROCESS
Approved & Finalized by the Board 2/10/2008

POLICY: To allow members of the Sitzmarker Ski Club (Club) a fair and anonymous voting process to annually elect the Board of Directors (Officers). Further, to allow all paid members of the Club to vote, in person on the night of the election or by a mail -in ballot.

PROCEDURE:

- 1) The election of officers shall be conducted at the Club's Annual Meeting, which normally occurs in April.
- 2) A Nominating Committee shall be appointed by the President. The committee will be comprised of a minimum of four individuals. The President-Elect will chair the committee.
- 3) Candidates for the Board will be solicited via email announcements and by prominently displayed announcements in the newsletters.
- 4) All members submitting their name for candidacy will be listed on the slate.
- 5) The Nominating Committee shall establish an alphabetized list of the year's paid Sitzmarker members.
- 6) Each member on the list will then be assigned a number. This list will be called the Master List. This will be done by one person of the four-person Nominating Committee.
- 7) The Club will reproduce the Master List **without** the member names. After each number there will be a space where the counting committee/tellers will check yes if the member voted—or no if there was no corresponding ballot turned in. This list will be called the Confirmation List.
- 8) Prior to the election, which is to take place each year at the annual meeting of the Club, the Club will mail the monthly newsletter to each paid member. A numbered ballot corresponding to the Master List will be placed inside each newsletter. The ballot will NOT contain the label or name of the member. In other words, the ballot will be anonymous.
- 9) The member may choose to mail the ballot to the club's post office box if the member does not plan to be present at the meeting.
- 10) A Counting Committee shall be established by the President. These members shall not be part of the Nominating Committee or part of the existing Board of Directors.
- 11) On the night of the election, members should bring their ballots and deposit them into the ballot box.

2/20/2008

- 12) To accommodate members that may arrive at the election without their ballot, an appointed member will sit at the door with the Master List, check the member's name off the list and write the member's corresponding number on a generic ballot.
- 13) After everyone has voted, three members of the Counting Committee who do not have access to the master list will arrange the ballots numerically.
- 14) Ballots will be arranged in numerical order in the presence of three Committee members (the person holding the Master List is not present)
- 15) After all the ballots are in numerical order, the tellers counting the ballots should check off on the Confirmation List whether a member voted. Note: the Confirmation List does not identify members by name—a ballot only has a number.
- 16) Once the ballots are in numerical order, the stack is examined for duplicates—ballots that have the same number. If a ballot has the same number, it is checked and if it shows the same nominees are checked then one (or more) can be thrown away. If they do not have the same information, then this ballot becomes a provisional ballot.
- 17) Finally, one person on the Counting Committee will take each ballot and call out the names for whom the votes were cast. The other two member of the committee will transcribe and tally the votes. At the end of the tally process there should be two identical sheets (small percentage of allowable error—say one or two votes—is acceptable). If the margin on any contested race falls too close to the allowable error then the tally process is repeated for that race until the tallies are identical. Ties should always be recounted to eliminate any possibility of human error.\
- 18) At no time should the numbered ballots be matched up with the Master List.
- 19) After the ballots are counted, they should be kept in a secure place until the results are announced and it has been determined that there is no need for a recount.
- 20) The votes should be shredded by two members of the counting committee.
- 21) In the event that there are no contested positions in the election of Board member, the President is authorized to request a motion from the membership to accept the nominated slate of officers by acclamation of the membership present at the meeting. The nominated slated can then be validated by a majority vote by a show of hands of the assembled membership.
 - It was proposed to change the first bullet to read: “The election of officers shall be conducted at the Club’s Annual Meeting which normally occurs in April.