

# CHCA ELECTION & VOTING PROCEDURES 2017

## Supervision

The VP for the Operations Division is responsible for elections and voting. He/she identifies chairs for the Election & Voting Committee, subject to approval by the Board, and in consultation with the Executive Director. The Chair and Committee members may be Board members or community members, and all have a dual function as Judges of Election.

Judges should be identified and secured far in advance of the election. Their work currently is estimated as spanning several days.

There should be at least 5 Judges including the Chair.

## Committee Responsibilities

In advance :

1. Verify number of open seats and bylaws ballot questions.
2. Create a new Nomination and Ballot Form
3. Craft a promotion plan (the Local, online, mailing, etc.) to recruit candidates. Any related expenses in staff time or dollars should be approved by the VP for Operations, in consultation with the Executive Director.
4. Announce location of vote count
5. Prepare a single source of truth for the membership list to be used to validate eligible voters. (CHCA database is that source of truth.)
6. Notify membership households that only individuals whose names explicitly appear on the membership form (database) are eligible to vote.
7. Review election procedures with the Local Editor and Associate Publisher.

Specifically:  
• The Local's policy for publishing, online and in print, letters to The Forum and other submissions from candidates.  
• Advertising rules, such as notice of who pays for candidate ads.  
• Submission of forms for Notice of Nomination and Ballots.  
• Space requirements for election postings.

Post vote count :

8. Review process, consider any challenges to the election, and approve posting of results.
9. Post results including total ballots received, total rejected, and the vote totals.

## Bylaw Changes

Any by-laws to be voted on must be clearly identified and included on the ballot.

## Candidates

Individual members of the CHCA in good standing are eligible to run for the Board of Directors for a 3-year term.

- Candidates submit the Notice of Nomination form, which is available from the CHCA office, and published in the Local.
- The candidate, and four current CHCA members, must sign the Notice of Nomination and submit it to the Executive Director at least 2 weeks before the Annual Meeting of Members.
- The CHCA office will issue the slate of candidates, and duration of terms of office for each open position.

## Campaign Conduct

Candidates are encouraged to campaign for election. The following guideline apply:

- Candidates may run as a slate
- The membership list, without the telephone numbers, may be used by election nominees, but it may not be used for any non-election purpose.
- Other than requesting the CHCA membership list, candidates or others may not use CHCA office staff, telephone, stationery, logo, machinery, office space, or materials for campaign purposes.
- The Local publishes online and in print each candidate's biography, and photo at least once during the campaign. The candidates are responsible for submitting this information on time and in the format requested.
- Any campaign materials including newspaper and online advertisement with the exception of items too small (buttons, stickers), must include a legible notice of who paid for the campaign materials.
- If a group paid for the materials, the name and contact information of the group's members must be submitted to the CHCA office in order to track any concerns about the use of such materials.
- Officers may not use their CHCA titles when signing a letter to constituents supporting individual candidates, themselves as a candidate, or issues.
- Campaign ads are permitted in the Local provided they are marked "Advertisement" and those placing the ad are named. Neither the CHCA logo nor titles may be used in the advertisement.
- Candidates should familiarize themselves with the Local's current policy for publishing letters to The Forum and other submissions from candidates, so that all are aware of the rules and opportunities for coverage by this CHCA publication.
- Incumbents: When an incumbent Board member has supervisory responsibilities for elements of the election, the candidate must recuse him/herself from such responsibilities, with the next responsible party, committee - or, upon direction of the CHCA President, a staff member - assuming these responsibilities. The deadline to recuse oneself is upon submission of Notice of Nomination form.

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## Creating the Ballot

The Committee will develop and design the Notice of Nomination form and the ballot. The ballot must:

- Include candidates and bylaws questions in the same ballot in such a way that it avoids the need to count ballots twice.
- Alpha sort by last name list of candidates.

## Eligible Voters

To be eligible to vote, individuals must be CHCA members in good standing on the day before the Annual Meeting and abide by the steps below.

- New members who intend to vote must have their membership form in the CHCA office at 8434 Germantown Avenue by 5:00 PM on the day prior to the Annual Meeting to be included in the election list used to verify voting members.
- Individual members from the same household who elect to vote via paper ballot must vote on separate ballots.
- Each ballot however, must be clearly printed with the name, address, and telephone number of the individual member at that address.
- Print ballots (if used) must be individually signed by the CHCA member.
- Printed ballots on which the votes are pre-printed will be considered invalid.

## Voting Process

At this time, only paper ballots are offered. Online voting should be explored for the future for its convenience and to increase voter turnout.

- Proxy votes are not permitted.
- To ensure confidentiality of vote and voters, when paper ballots are used, individual identifying information will be separated from the "checked box" votes.

## Ballot Validation and Counting

The following process should be followed :

- Validation of ballots will commence within 48 hours of the Annual Meeting.

Paper Ballots :

- When a printed ballot is challenged and sequestered as such, anyone may view that ballot, provided the ballot is already separated into the "voter information" and "checkbox" halves, per CHCA privacy needs. Only the "voter information" half of a challenged ballot will be available to be viewed. Envelopes may be discarded.
- Executive Director and Circulation Manager will initiate paper ballot counts by opening the two ballot boxes and recording the number of ballots under supervision of the Committee (Judges).

• Next, using the CHCA Membership List as single source of truth, the Executive Director and Circulation Manager will open each ballot and verify the name of the member as a current member. The initials of the validator should be marked on the ballot. Ballots will be stacked in two piles : (1) Validated and (2) Challenged. The number of ballots will then be recounted to assure that none were lost.

• The Executive Director and the Circulation Manager will number the ballots in the validation process. The Committee members (Judges) verifying the ballots will keep a tally of the number of ballots received.

• If there is a question about membership status or if, for example, too many names have been checked off, the ballot will be placed in a pile of challenged ballots. There may be some voter names that do not appear on the current membership list, either because there may be several individuals having different names living in the same household, or because the person is not a member. As such ballots will be put aside to be verified and counted separately. This will be handled by the Executive Director, the Circulation Manager, and one Committee Member (Judge). Members joining AFTER 5 PM, THE DAY PRIOR TO THE ANNUAL MEETING will not be eligible to vote in the upcoming election

• Once the paper ballots are validated, the Committee will count the votes. (This may be a different time or day.)

• This counting process will be open to any who wish to attend, including the candidates. However, candidates may not sit at tables where votes are being counted.

• The Committee (Judges) will ascertain the final count for each candidate and proposed bylaw changes. The notice of the election results will be posted on the front door of the CHCA office at 8434 Germantown Avenue. This notice will include the number of validated ballots tallied, the names of the candidates with the number of votes each received (in that order), the number of yes and no votes received on each issue, and the number of ballots declared invalid.

• The Local will publish this notice, in the same form, in the following week's issue.

## Record Retention

All ballots will be kept for a period of one year in the CHCA office. Following the counting of the current year's ballots after the Annual Meeting, the previous year's ballots will be destroyed. Should a CHCA member ask to examine a ballot or ballots at least one Committee Member (Judge) must be present. Ballots may be shown to any CHCA member who asks provided the two ballot halves are not presented together.

## Valid Ballots

Acceptable ballots are cutouts from the ballot published in the Local, a clean photocopy of the ballot, or one downloaded from the CHCA website.

- Any ballot marked "Sample," even if the "Sample" mark is crossed out, is invalid.

## Deadline

Voters must submit their ballots to the CHCA office or Annual Meeting by the close of the Annual Meeting. The ballot box should be returned to the CHCA office after the Annual Meeting.

- Ballots mailed in must be received by this time or are invalid.
- Gathering individual ballots for delivery to the CHCA office or at the Annual Meeting is acceptable;
- Collecting ballots mailed to a different address for delivery on the election deadline is prohibited.

## Ballot Objection

Objections to a ballot or ballots may be made in writing to the Committee (Judges), by email, by phone, or verbally at a CHCA Executive Committee meeting or CHCA Board meeting, where the objection is to be included in the minutes.

A ballot objection must be made first to the Committee (Judges) and if the objection is not settled, the objection must then be forwarded to the VP for Operations, the Executive Committee, and then to the full Board of Directors in pursuit of a resolution.

## Custody of Ballots

The CHCA will keep two locked boxes to hold ballots collected during the election. Keys will be held by the Committee Chair and the President (or if he/she is a candidate, the next Officer in line). Ballots collected during election month will be kept in the locked box in the Executive Director's office. For practical purposes, the second locked box will be carried empty to the Annual Meeting. Ballots collected at that meeting will be returned to the CHCA office and locked that evening after the meeting, with a Committee member (Judge) responsible for maintaining custody of the box during the Annual Meeting and through delivery to the CHCA office.

## Challenges to an Election

In the event that an entire election is challenged, the challenge must be made within 10 days of the election. The challenge must first be presented to the Committee (Judges) and if the challenge is not resolved, it will then be reviewed by the VP for Operations, followed by the Executive Committee and the full Board of the CHCA if the challenge is not resolved at a lower level.

The Chestnut Hill Community Association

8434 Germantown Avenue • Philadelphia, PA 19118

NOTICE OF NOMINATION FOR  
AT-LARGE DIRECTOR

I, the undersigned, submit my nomination for At-Large Director of the CHCA Board of Directors, and hereby signify my intent and willingness to serve, if elected, and to adhere to the bylaws and the mission of the CHCA.

Candidate's Signature: \_\_\_\_\_

Candidate's Name (please print clearly): \_\_\_\_\_

Address : \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

I have read and accept the terms of the 2017 Election and Voting Procedures

Signature and Printed Names of Four (4) Additional CHCA Members Supporting Nomination:

1. Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

2. Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

3. Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

4. Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

DEADLINE: Nominations must be received by the CHCA Office,

8434 Germantown Avenue, Philadelphia, PA 19118

**NO LATER than 10 a.m. Monday, June 5, 2017**

All CHCA members are eligible for nomination.

For information regarding election procedures,

visit [www.chestnuthill.org](http://www.chestnuthill.org)