

CHCA ELECTION & VOTING PROCEDURES 2018

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. The Chair and Committee members may be Board members or community members, and all have a dual function as Judges of Election.

There should be a minimum of 5 committee members/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. Include information on who is considered eligible to vote.
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. Review election procedures with the Local Editor and Associate Publisher.

Specifically:

- The Local's policy for publishing, online and in print, letters to The Editor 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 :

7. 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 two 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 list of candidates, in Alpha order by last name, and duration of terms of office for each open position.

Campaign Conduct

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

- The membership list, without telephone numbers, may be used by election nominees, but it may not be used for any non-election purpose.

- 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.
- 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 may submit letter to the Editor as additional opportunities for coverage.
- 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.

Eligible Voters

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

- New members 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 house-hold who are voting 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 and 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.

- Proxy votes are not permitted.

To ensure confidentiality of vote and voters, 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 :

- 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, 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 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).

- Once the paper ballots are validated, voter information will be separated from the checked box section in order to insure voter privacy. The Committee will then 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 is-sue, 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 90 days in the CHCA office. 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 the close of the Annual Meeting 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 the CHCA Executive Committee meeting or CHCA Board meeting immediately following the objection, 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 locked boxes to hold ballots collected during the election. Ballots collected during election month will be kept in the locked box in the Executive Director's office. A separate locked box will be taken to the Annual Meeting. Ballots collected at that meeting will be returned to the CHCA office in the locked box and locked that evening after the meeting.

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.