

## **CHCA ELECTION & VOTING PROCEDURES 2022** **(Approved April 11, 2022)**

### **Supervision:**

The VP for the Operations Division is responsible for elections and voting. Following the appointment of the *Election and Voting Committee* by the Committee on Governance, the VP-Ops identifies the chairs of the 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.

### **Elections and Voting Executive Director Responsibilities**

#### ***In advance and with support from the Elections and Voting Committee :***

1. Verify number of open seats and Bylaws ballot questions.
2. Create a new Nomination and Ballot Form for electronic use and hard copy.
3. Craft a promotion plan (the Local, online, mailing, etc.) to recruit candidates and remind members to make sure membership record contains all household members over 18.
4. Announce location of vote count.
5. Familiarize Committee with the single source of truth for the membership list that will be used to validate eligible voters. (N.B. CHCA database is that source of truth.)
6. Review election procedures with the Local Editor and 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.
8. Post results, including total ballots received, total rejected, and the vote totals.

### **Bylaw Changes**

Any Bylaws to be voted on must be identified clearly and included on the ballot.

### **Candidates**

Individual members of the CHCA in good standing (i.e., individuals current with their CHCA membership dues and listed in the CHCA membership database) are eligible to run for the Board of Directors to fill an open seat. (Terms are a maximum of three years)

- Candidates submit the Notice of Nomination form, which is available from the CHCA office, at [www.chestnuthill.org](http://www.chestnuthill.org), and published in the Chestnut Hill Local.
- The candidate, and two current CHCA members, must sign the Notice of Nomination and submit it to the Executive Director at least **30 days** before the Annual Meeting of Members, either by mail or electronically. **(In 2022 the due date is May 20)**
- The CHCA office will issue the list of candidates, in Alpha order by last name, and the duration of terms of office for each open position.

### **Campaign Conduct**

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

- The membership list, without telephone numbers, may be used by election nominees for election purposes only.
- 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.
- 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 (i.e., current with their dues and listed by name in the CHCA membership database) on the last day of the month prior to the Annual Membership Meeting (i.e., on **May 31, 2022**). Only household members over the age of 18 are eligible to vote.

- New members must have their membership form in the CHCA office at 8434 Germantown Avenue by 5:00pm or have joined or renewed online by midnight on

the last day of the month (**May 31, 2022**) prior to the Annual Membership Meeting, to be included in the election list used to verify voting members.

- Individual members from the same household who are voting via paper ballot or electronically must vote on separate ballots.
- Each ballot must include the name, address, and telephone number of the individual member at that address and must be individually signed by the CHCA member. If a printed ballot is submitted this information must be printed clearly and legibly.
- Printed ballots on which the votes are pre-printed will be considered invalid.

### **Voting Process**

In 2022, eligible voters will be able to submit their ballots in the following way:

1. By paper ballot that is mailed (or delivered) to the CHCA office at 8434 Germantown Ave. and received by the published due date of **June 23, 2022**. Paper ballots may be scanned or photographed and submitted by email to [info@chestnuthill.org](mailto:info@chestnuthill.org). However, if the scanned or photographed ballot is not legible it will be unable to be counted.
2. By electronic ballot – All current CHCA members with email addresses that are available to the CHCA will receive a PERSONALIZED link to an online ballot. All ballots must be received by the published due date of **June 23, 2022**. Members who submit their ballots online will receive notification once the ballot has been received.

### **Ballot Validation and Counting**

The following process should be followed :

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

Electronic Ballots – CHCA has a secured cloud-based election software that validates and compiles electronic votes.

Paper Ballots –

- Executive Director and the Election and Voting Committee Chair or designee will enter paper ballot information into the electronic election program under supervision of the Committee (Judges).
- Any ballots that are not validated by the system will be marked as challenged and set aside for review.

- If there is a question about valid 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, these ballots will be put aside to be verified and counted separately. This will be handled by the Executive Director and one Committee Member (Judge).
- The entering of paper ballots into the program and running of election reports is 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 and ballot reports 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. Paper 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 a paper ballot downloaded from the CHCA website, or an electronic ballot submitted through the electronic voting system.
- Members are strongly encouraged NOT to submit paper ballots filled out and then scanned or photographed and emailed to the CHCA due to challenges with different quality scanners, photo resolution, etc. We have purchased electronic election software in order to give members a way to vote that does not require scanning of a ballot.
- Any paper ballot marked "Sample," even if the "Sample" mark is crossed out, is invalid.

### **Deadline**

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

returned to the CHCA office after the Annual Membership Meeting. Electronic voting will end at 8:30pm.

- 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.

### **Custody of Ballots**

The CHCA will keep locked boxes to hold paper ballots collected during the election.

### **Ballot Objection and Challenges to an Election**

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.

Challenges to an entire election 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.