



Election Protocols	Policy # 1.6
	Effective Date: 1/18/2018
Approved By: WAC Board of Directors	Revision: R Date:

Purpose: To provide a consistent and well considered road map for all future Club elections.

Policy: The following procedures will constitute the protocol for all votes for which the WAC Board determines a secret ballot is required - chiefly annual election of new board members. These procedures will also be used whenever the Board determines that the result of a member vote on other issues is sufficiently important to require a secret ballot.

Procedures:

1. Ballots will be issued only to current WAC members (including “lifetime” members).
2. Ballots will be issued by the Election Monitor (appointed by the BOD) based upon certification of membership status as indicated on the membership roll.
3. The membership roll shall include first and last names, in alphabetical order by last name.
4. The membership roll shall show date membership was acquired to facilitate identification of current membership status.
5. Membership shall be validated by proof of identity matched against the membership roll. This process shall be overseen by the Election Monitor and assisted by the Club Manager (or designee).
6. If a paid-up member’s name does not appear on the membership roll, but they have proof of membership, a ballot shall be issued. Proof of membership may be a physical receipt, copy of a check, or digital image of either. Proof of purchase of membership must indicate date purchased, amount paid, and purpose (i.e., member dues), and, in the case of a physical receipt or image thereof, must show who received payment. Ballots issued under this provision will be separately noted on the membership rolls and counted in the total ballots issued tally.
7. Ballots will be numbered in sequence by the Election Monitor as they are issued. Ballots will contain no information allowing for linkage of an individual ballot to any member.

8. As ballots are issued, a notation will be made on the hard copy of the membership roll indicating that that member received a ballot (a “tick” mark).
9. To assure accuracy and the integrity of the process, the Election Monitor will be the only person with physical access to the member roll until after voting is completed and final tallies are agreed to.
10. After receiving a ballot, members will indicate their preferences in accordance with voting instructions indicated on the face of the ballot.
11. A secure ballot box will be provided and, when members have completed their ballots they will place them in the ballot box.
12. When the voting window closes the Election Monitor will tally up the number of ballots issued and this number will be compared to the number of ballots cast. The Election Monitor and assistant will make independent counts of the number of ballots cast, and when they agree upon the number cast, they will proceed to determine the outcome of the vote. Both the Election Monitor and assistant will independently validate the vote counts, and when they agree on the result, they will present them to the President of the Board.
13. Once the ballots have been tallied, and the numbers in favor of each candidate have been determined, the top three vote getters will be deemed to have been elected to the BOD. Results of “Issue” elections (“yea” or “nay” votes) will be determined similarly.
14. Upon receipt of the certified election results from the Election Monitor and assistant, the President of the Board will announce the results to the membership.
15. If there is a discrepancy between the number of ballots issued and ballots cast, the election *may* be declared invalid at the discretion of the Executive Committee of the Board. (An example of why the board might dispense with this provision would be if the discrepancy was a single missing, or duplicate, ballot in an election with an otherwise decisive result. If this waiver provision is invoked, the Board President will inform the membership of that fact, giving the reason for not invalidating the result.)
16. The list of members who did not appear on the membership roll but were issued ballots upon proof of membership status will be given to the Board member responsible for maintaining the official membership roll for inclusion in the membership roll.

Revision log

Rev.	Revision Description	Date	Author