

WCFC Absentee Voting Procedure

The Absentee Voting Procedure is designed to make the club elections accessible to a larger percentage of the membership without unduly diluting the tradition of the annual election pizza night or precluding floor (or late) nominations.

The procedure allows eligible members the flexibility to vote early, keeps absentee ballots anonymous, and gives members the ability to change their vote at the membership meeting. Therefore, members who vote early are not precluded from voting for floor nominees or late nominees, and can still experience voting at the election.

This procedure is to be finalized and published by the Board of Directors.

The procedure is as follows.

1. The board designates an election coordinator. This can be an existing staff member or a volunteer club member. The coordinator cannot be a candidate for the board.
2. A description of the Absentee Voting Procedure is communicated to the membership well in advance of the election meeting.
3. The Board designates the date by which candidates must have declared in order to be included in the absentee ballot. The board may choose to not use the Absentee Voting Procedure in years where there are no contested board positions as of that date.
4. The election coordinator creates the ballot consisting of members who have declared their candidacy.
5. Any member wishing to vote absentee must email their request to the election coordinator no later than 48 hours before the election.
6. The election coordinator emails to the member a ballot and directions on where to mail the ballot. The member prints the ballot, marks their votes, and seals the ballot in an unmarked inner envelope, which is then sealed in an outer envelope. The member writes their member number on the outside of the outer envelope, and signs across the flap of the envelope.
7. Only ballots received prior to the election are counted. The ballot can be mailed to the election coordinator or hand delivered. It is the responsibility of the member to verify that the coordinator has received the ballot. It is suggested that the member email the coordinator notifying the coordinator that an absentee ballot has been sent, and asking the coordinator to reply to the email in acknowledgement once the ballot has been received.
8. On the day of the election meeting, the election coordinator notes on the member list every member from whom an absentee ballot has been received.
9. At the election meeting any eligible member may receive a ballot, including members who have submitted an absentee ballot. If a member who has submitted an absentee ballot requests a new ballot, the election coordinator removes the member's sealed early ballot from storage and discards (shreds) it, then gives the member a new ballot.
10. After the voting at the meeting, the election coordinator checks the member number and signature of the outer envelope of each remaining absentee ballot, to ensure that the member is a valid voting member and has not already voted. The coordinator destroys any invalid ballots (already voted, or not a voting member). The coordinator removes the remaining absentee ballots from their outer envelopes, and destroys those envelopes. Each ballot is then removed from the inner envelope and combined and counted along with ballots cast at the meeting.