

WCFC Voting Procedures

The 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.

The procedure allows eligible members the flexibility to vote early, keeps absentee votes anonymous (but not the fact of voting), 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 was approved by the Board of Directors on January 20, 2015.

The procedure is as follows.

1. The board designates at least two but no more than three election coordinators. This can be an existing staff member or a volunteer club member. A member who intends to be a candidate for the board cannot be designated as election coordinator.
2. The board communicates the following to the membership well in advance of the annual meeting:
 - (a) The date, time, and location of the annual meeting (pursuant to By-Law Article III Section 1).
 - (b) The names of the election coordinators.
 - (c) A description of the Voting Procedures.
 - (d) The date and time by which members must declare their candidacy, to have their name included on the absentee ballot. This declaration must be made by the candidate to an election coordinator in writing (including email). After this time no additions to nor deletions from the absentee ballot may be made.
 - (e) The board may choose to forego absentee balloting in years where there are no contested board positions. Therefore the board communicates whether or not this option will be used, and if it is, the date and time after which, if the election is not contested, absentee ballots shall not be used.
 - (f) The date and time by which members must declare their candidacy, to have their name included on the ballot used at the election. This declaration must be made by the candidate to an election coordinator in writing (including email). After this time no additions to nor deletions from the ballot may be made.
3. Each candidate for officer positions must indicate to the election coordinator whether, if defeated, they also wish to run for an at large position, if any, on the board of directors. No candidate may run for more than one officer position.
4. The election coordinator creates the ballot consisting of members who have declared their candidacy. The ballot shall:
 - (a) List candidates for specific office for those offices;
 - (b) List candidates for specific office who also wish to run for at-large positions for election to such at-large position along with candidates only running for at-large positions; and
 - (c) For at large positions, provide for members to vote by ranking the at-large candidates in the order in which they wish to see them elected. For example, assuming that there are three at large positions, votes are tabulated as being for the three highest ranking candidates who are not elected to other offices.

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5. Any member wishing to vote absentee must email their request to an election coordinator no later than 48 hours before the announced date and time of the election meeting.
6. The election coordinator emails to the member an absentee 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. An absentee ballot must be returned prior to the election to be 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. The board Vice President or designee shall provide to the election coordinator a sorted list of voting members. This shall be provided no earlier than one week before the annual meeting and no later than the scheduled date and time of the meeting.
9. On the day of the election meeting, the election coordinator notes on the member list each member from whom an absentee ballot has been received. Any member attending an election meeting may, at or immediately following the meeting, examine a list of those voting by absentee ballot.
10. At the election meeting any eligible member may receive a ballot, including any member who has 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 absentee ballot from storage and discards (shreds) it, then gives the member a new ballot.
11. After the voting at the meeting, as part of the vote tabulation process, 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.
12. During the vote tabulation process, officer votes are tabulated first. Designations for an at large candidate who was elected to an office position, and designations ranked lower than the number of available at large positions, are not recorded.
13. After the votes are tabulated, the election coordinator provides the election results to the membership. In support of By-Law Article IV Section 2, the election coordinator provides to the board secretary the vote counts for each board position.