WCFC Election Procedure

The Election Procedure is designed to provide transparency on the election process, provide guidance to those managing the process and make the club elections accessible to a larger percentage of the membership through absentee balloting without unduly diluting the tradition of the annual election.

The procedure allows eligible members the flexibility to vote early and keeps absentee votes anonymous (but not the fact of voting).

This procedure was approved by the Board of Directors on January 20, 2015 and amended effective July 10, 2018. The procedure was amended again on October 13, 2020 to accommodate online voting and the possibility of not having an in-person annual meeting due to COVID-19. It was amended again in 2026 to fully accommodate changes resulting from electronic voting.

Nominating Process

Members may declare themselves candidates for office. No Member may be nominated by others for office without the consent of the candidate. Nominations or declarations by Members of candidacy must be made by a deadline set by the Board. In the event that no candidate has declared for a position by the deadline, that position will be filled by the new Board at the beginning of its term. Regardless of the number of candidates who have been nominated or declared for a position, the Board may by a vote of 2/3 of its members extend the deadline for nominations or declarations. Unless the Board has extended the deadline for nominations or declarations, no nominations or declarations may be made after the deadline set by the Board.

Communications

Any written communications (including e-mail) authorized by a candidate must specifically state that it has been authorized by the specific candidate.

Each candidate for election will, on request, be given a list of voting eligible club members in electronic or paper form, as requested, to include only the name, address, phone number and email of each voting eligible member as listed in Flight Circle. No other use of member data from Club records is authorized for any campaign purposes without specific authorization from the Board of Directors and, in case of such authorization, such information will be made available, upon request, to all candidates.

Candidates may use the Club's all-hands email system ("Club Mail") for campaign purposes for six weeks preceding the election, but no candidate, or person authorized by a candidate, may send more than one campaign-related all-hands e-mail in any period of seven days. No noncandidates may use Club Mail for solicitation purposes, unless the mailing is authorized by a candidate.

Candidates in Club elections may hold events in the Club building so long as the Board is provided five days written notice (including e-mail) of intent to hold an event and so long as the event does not conflict with other routinely scheduled use of the facilities. In the event of a conflict of proposed use by candidates, candidates will have priority in the order in which they have given notice to the Board, but resolution of such conflicts amicably among candidates is

encouraged. No candidate may hold in-person meetings or make use of the Club building or facilities in contravention of any safety-related policy adopted by the Board, including COVID19 policies.

General Procedures

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 both the annual meeting and the nomination deadline:
    (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 Election Procedures, including a reference to this document and a description of the specific actions, and any deadlines for those actions, that must be taken by a member intending to vote.
    (d) The date and time by which members must be nominated or declare their candidacy ("Nomination Deadline").
    (e) The date and time on which eligible voting members shall be determined, which shall be the date of the annual meeting if no earlier date is set.
    (f) A notification that if after the deadline for nominations has passed, no Board positions are either contested or unfilled, absentee ballots shall not be used.
    (g) Whether electronic voting software shall be used in the election, and if so, which software package or web site and instructions on how to vote.
3. Members wishing to declare themselves as candidates must make this declaration, in writing (including email), to an election coordinator. After the Nomination Deadline no additions to the slate of eligible candidates may be made, except as permitted under "Nominating Process."
4. 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.

Procedures for Uncontested Elections

If, by the Nomination Deadline (as extended by the Board), no Board positions are contested, no absentee or electronic ballots shall be used, and the full Board slate shall be approved by a single voice vote by the members present at the annual meeting. Members attending via teleconferencing or video-conferencing facilities shall be considered present.

Procedures for Contested Elections when Electronic Voting Software is Not Used

The following procedures apply when an in-person meeting is conducted using paper ballots, including mailed absentee ballots.

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1. 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.
5. Any member wishing to vote absentee must email their request to an election coordinator by a date set by the Board, or if no date is set, then no later than 48 hours before the announced date and time of the election meeting.
6. The election coordinator mails, emails or personally delivers to the member an absentee ballot and directions on where to mail the ballot. The member prints the ballot, personally marks their votes, and seals the ballot in an unmarked inner envelope, which is then sealed in an outer envelope. Only unaltered ballots (except by voting) obtained through the foregoing process will be considered valid ballots by the Election Coordinator. 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 physically received by the election coordinator prior to the election to be counted. A ballot mailed but not received by the election coordinator prior to the election will not be counted. If a ballot is received by the election coordinator after the election, it will be destroyed without being opened. The election coordinator may specify a time within 48 hours of the election by which he or she will last check the mail so that ballots received in the election coordinator's mailbox but not physically received by the election coordinator, will not 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 eligible 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 eligible member who has submitted an absentee ballot. If an eligible 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 accordance with By-Law Article IV Section 2.

Procedures for Contested Elections when Electronic Voting Software is Used The following procedures apply when electronic voting software is used.

1. If electronic voting software is used, it will be used for all ballots, with no distinction made between absentee and in-person voting.
2. Members attending the annual meeting will be given the opportunity to use the electronic voting software. Electronic voting will not be closed until all attendees at the meeting have had the opportunity to vote, as determined by the election coordinators.
3. The Board shall select electronic voting software to be used for the election. The software must adhere to the following minimal requirements:
    a. Be capable of handling simultaneous simple plurality and ranked-choice votes on the same ballot.
    b. Be designed to preserve the privacy of individual votes, and the voting software operator must exercise commercially reasonable efforts to protect this privacy.
4. The Board shall determine the date and time at which members may begin voting. Voting will continue up to the time at which voting is closed during the annual meeting.
5. The election coordinators shall each be given unrestricted visibility to all aspects of the electronic voting software and shall independently review, to the extent they deem necessary, that its configuration is correct and in compliance with this policy.
6. The ballot in the electronic voting software shall be configured so that:
    a. Each officer position is voted on independently, with every declared candidate listed on the ballot.
    b. The at-large election is presented as a ranked choice, listing every candidate running for at-large, including candidates who are also running for officer positions.
7. Prior to the commencement of voting, the Board Vice President or designee shall provide to the election coordinator a sorted list of eligible voting members. If the Board has set the eligibility date after the commencement of voting, the Board Vice President or designee will provide updated lists at least weekly, including a final list within 24 hours after the close of eligibility.

8. Members will use the procedures established by the electronic system to cast their vote. An explanation of how to vote must be provided to members prior to the election, as stated in item 2 of General Procedures above.
9. After voting is complete, the election coordinator retrieves the election results from the system, and provides them to the membership in accordance with By-Law Article IV Section 2.