

ELECTION COMMITTEE CHARTER

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson and volunteer members with interest in this particular area, and a Board liaison. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Keeps written minutes of all meetings and presents oral and written reports to the Board of Trustees when appropriate. The Committee Chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.
2. Responsible for the integrity of the election process as detailed in MIS01 (00). Must guarantee the secrecy of the ballot and also insure that only those entitled to vote do so.
3. Receives the ballot, proxy/validation/secrecy envelopes, and all other information that is to be mailed to the membership from the Board secretary.
4. Makes sure that the mailing is accomplished in a timely manner, according to the schedule determined by the Board Secretary.
5. Makes sure the ballot box is set up in the office to receive ballots
6. Maintains an accurate record of members voting in each election, indicating in that record the Manager's determination of the member's standing to cast a vote.
7. Seals all ballots and other election materials and provides them to the Manager to be kept as a permanent record of the election.
8. The committee will meet at least two times each calendar year or as necessary.

William A Stull
President

Gary Nelson
Secretary