

RULES AND REGULATIONS – MISCELLANEOUS

ELECTION PROCEDURES

The Cape George Colony Club Bylaws authorize two different types of election:

1. The election of members to the Board of Trustees, which is by mail-in ballot (or delivered in person) only; and
2. Voting on all other membership matters on which votes are cast either in person at the meeting where the issue is being decided or by proxy.

The Election Committee is responsible for the integrity of the election process. It must guarantee the secrecy of the ballot and ensure that only those entitled to vote do so. It is responsible to maintain an accurate record of members voting in each election, indicating in that record the Committee's determination of the member's standing to cast a vote.

A. Transmittal of Information to Members

1. When propositions or special assessments are to be voted upon (at annual and special membership meetings), the Secretary will supply a covering letter in the voter's ballot package that notify all members as to the time, place and purpose of the meeting. When trustee elections are to occur, the Secretary will supply a covering letter that includes the candidate's biographical information and time, date, and place of the Annual Membership meeting. To meet this requirement, the slate of candidates provided by the Nominating Committee shall be submitted to the Board of Trustees at least 60 days before the election process begins.
2. Clear instructions shall be contained on the ballot outlining the exact procedure to be used by the member in casting his/her vote, including proper preparation of envelopes. It is to be clear that the vote will not be valid unless the instructions are carefully followed. The form of Attachment A shall be used for elections to the Board of Trustees, and Attachment B shall be used for all other elections.
3. The Board Secretary will inform the General Manager at least 2 weeks prior to the date that election information is to be mailed to members. The General Manager will be responsible to see that all necessary supplies for the mailing are in stock, including, but not limited to, paper, envelopes, and postage.
4. The Board Secretary will provide the Election Committee with the cover letter, ballots, additional informational material, the large mailing envelope and the two inside envelopes (small secret envelope and the larger return envelope – either trustee validation or proxy envelope). The Election Committee will do the mailing within the required time limit – not more than 60 days or less than 30 days from the poll date. The Board Secretary will provide the exact dates to the Committee Chairman.

B. Verification of Eligible Voters

1. The General Manager will provide the Election Committee with an election returns list with the election title and date, listing all members and the status of their financial account (including all assessments, fees, water bills, etc.). This list will be used to verify member's right to vote and will be kept with the permanent record of the election.

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C. Information on Candidates for Trustee

The Election Committee shall obtain from the Nominating Committee a brief and specific biographical statement written by each candidate setting forth information by which members may judge his or her qualifications. The statement should also include brief comments on current Cape George issues. Any editing required to meet space limitations shall be done only by the Election Committee or Board Secretary. This statement shall be sent to the membership along with the ballot for election of trustees.

D. Protection of Secrecy of Vote

1. A two-envelope system will be used to guarantee strict secrecy.
2. A larger return envelope, either validation or proxy depending on the type of election, will be included with the ballot on which the voter must print and sign his name. This envelope will be used by the Election Committee to determine whether the voter is eligible to vote. If there is no name and signature on the outside envelope, the envelope will not be opened.
3. Another smaller envelope will be included with the ballot which will contain no identifying information, and which will be opened and counted only in the presence of the Election Committee. This envelope will contain the completed ballot, sealed, and placed in the larger return envelope. There should be no marks on this inner envelope.
4. The ballots must be received by the Election Committee no later than close of polls as indicated on each ballot package.

E. Collection and Count of Ballots

- 1) Ballots are to be returned, either in person or by mail, in the large validation or proxy envelope to the Club office. At any Special Membership Meeting where members are entitled to vote in person, the member may place his/her ballot, in its large proxy envelope, in the ballot box at the meeting. At this time, the polls are closed, and the Election Chairman or Trustee Secretary will take the ballot box to the office for counting. When the Election Committee meets for this purpose, the following steps shall be followed:
 - a) Each envelope with the name and signature of the voter on the outside is checked against the list of eligible voters, such list being obtained from the bookkeeper in the office. (Definition of eligible voter: Member in good standing who has fulfilled all financial obligations to the Club - i.e., assessments, water bills, etc.). Envelopes from ineligible voters are set aside unopened.
 - b) When all envelopes have been checked for eligibility, the large envelopes shall be opened and put aside. When the large envelopes are put aside, only the small envelopes with no identification remain. Should any of the small envelopes have identification, either inside or out, the envelopes and contents are to be discarded.
 - c) The Committee will then proceed to tally the votes. (The Board Secretary shall supply the official tally sheets; see Attachment C). Three committee members will each have a separate tally sheet to mark the results simultaneously, thus verifying the count. The

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Board Secretary, or Election Chairman if the Secretary is unavailable, shall read out loud the individual vote on each ballot with another committee member watching the ballot to verify the announced vote. The Chairman will then fill out the bottom section of the tally sheets and signs them to verify the results of the tally. The Chairman will then announce the results of the election to the Board Secretary who will read the results at the next Board Meeting and they will be published in the next newsletter.

- d) One copy of the tally sheet will be held with the ballots and membership list, while the other tally sheet will be attached by the Secretary to the Board minutes of the meeting.

Other Duties of the Election Committee

The Committee Chairman seals all ballots and election materials, including the member eligibility list and proxy/validation envelopes in a large package and provides it to the General Manager to be kept as record of each election for a period of one year per the Records Retention Policy_FIN11. Thus, the signature of all members voting in the election, either in person or by proxy, will be on file as proof of the member voting. The Club may, if necessary, make a charge to cover the cost of providing this information to a member requesting it. The General Manager will be responsible for permanent storage of all election materials.

Approved by Board of Trustees, September 13, 2012

Amended by Board of Trustees, April 16, 2020

Katie Habegger, President

Joel Janetski, Secretary