

Twin Forks MDWCA

Standard Operating Procedure B.2

Voting Procedures when mail ballots are used

Approved by the Board of Directors
[September 17, 2005]

I. Goals

These voting procedures are designed to ensure that voting is conducted fairly:

- A. All members are to receive a ballot in time to be able to return the ballot to the Twin Forks MDWCA office in before counting of the ballots starts;
- B. Each member may vote only once, and extraneous ballots are to be excluded;
- C. Vigorous attempts are to be made to insure that ballots that can be validated are counted; and
- D. The ballots are to be counted accurately.

II. Procedures

- A. Anonymous ballot not required
 - 1. The President (or person designated by the President) shall appoint a committee composed of members of Twin Forks MDWCA to oversee the preparation and mailing of the ballots, the voting, and the counting of the ballots. Members of the Board of Directors may serve on this committee. Candidates may not serve on the committee if they are on the ballot.
 - 2. The Board of Directors shall approve the language and format of the ballot and transmit it to the committee. The ballot must state explicitly the deadline and the location for its return.
 - 3. Once the ballots have been copied, the committee shall see that all ballots to be mailed are embossed with the seal of Twin Forks MDWCA.

4. The Office Manager shall prepare mailing labels for all members of Twin Forks MDWCA and shall see that the ballots are properly mailed.

5. The Corporate Secretary, with the assistance of the Office Manager, shall see that ballots received are securely stored prior to the counting. The Office Manager shall keep a record of the ballots as they arrive by mail.

6. The ballots shall be counted by the committee and other members as appropriate, and the results reported to the Board of Directors along with any invalid or disputed ballots. Any member may choose to be present when the ballots are counted. The committee shall make vigorous efforts to validate any ballot that does not conform to the letter of the procedures.

7. The ballots shall be securely stored for thirty days after the Board of Directors has affirmed the results of the voting. Any protests of the results of the voting must be filed within thirty days of that meeting of the Board of Directors; ballots may not be destroyed until the protests are resolved.

8. The Board of Directors is the final authority in judging the fairness of the voting and any disputed ballots or vote counts. It may decide that secure and fair balloting was achieved even if a procedure was not carried out exactly as written.

B. Anonymous ballot required

1. All procedures described in Section II.A and in Section 17 of the Rules and Regulations apply.

2. In carrying out this the preparation of ballot packages for voting in which an anonymous, yet secure, voting procedure is required, the Office Manager, under direction of the committee, shall, in addition to the provisions in Section II.A.,

- (a) see that all ballots are embossed with the Corporate Seal of Twin Forks MDWCA,
- (b) prepare two sets of mailing labels
- (c) include all ballots and the resumes for the candidates if an election is involved,
- (d) include the approved instructions for voting,

- (e) include a #10 envelope for the member to place the ballot(s) in
- (f) include a #11 envelope, with the members mailing label affixed in the upper left hand corner, and stamped near the label with the words "Signature here".
- (f) see that the ballot packages are properly mailed.

(3) Any ballots received at the Annual Meeting, or other meetings of the Twin Forks MDWCA membership, are to be referred to the Recorders/Tellers.