

FFOFC Election Procedure Document – Balloting at a General Meeting

Effective Date 10/18/11

General Description

The FFOFC Bylaws, Section 3.3, allow the Board of Directors to establish the process under which the Elected Officers will be voted on by the membership and installed. The election must be held yearly. The Elected Officers are: the President, the Vice President, the Secretary, and the Treasurer.

The process for holding the election at a general meeting, which may be the annual meeting required by the Washington State RCW, consists of: distributing ballots to the attendees, collecting the ballots during the meeting, securing the ballots by Secretary for counting, counting the votes and reporting the results to the Board. The election steps are identified including: nominating, voting, protecting the secrecy of the voter choices, and validating the counting of ballots.

If a quorum is not present at the general meeting, the Board will establish another time and method of voting.

The Bylaws, Section 2.4.6, designates a quorum for a valid election as 10% of the membership. Under Section 2.3 a member may designate a proxy voter to vote in their behalf.

The election process to be utilized will be approved by the Board. The Election Procedures document under which the election is held, will be displayed on the FFOFC website.

Election Process Steps

1. The Board will select a nominating committee to provide a list of candidates to the Board. [at Board meeting, 3 meetings prior to the election date]
2. The nominating committee will provide the list of candidates to the Board. The Board may nominate additional candidates. [at Board meeting, 2 meetings prior to the election date]
3. The Board will publish the list of candidates to the membership and ask for additional nominations. By the same transmittal, in accordance with the Washington State non-profit corporation regulations, the time and place of the election at the general meeting will be stated. [after the Board meeting, 2 meetings prior to the election date]
4. The Board will identify a committee of 2 members including the Secretary or the Secretary's designee to count the ballots received during the general meeting. [at Board meeting, at least 1 meeting prior to the election date]

5. At the general meeting, ballots will be handed to members, or their proxy voters, as allowed in the Bylaws. Nominations from the floor will be called for. [at the general meeting]
6. At the general meeting the Secretary or the Secretary's designee will count the members present to confirm a quorum.
7. After the beginning of the general meeting, and the call for nominations, the ballots from the members will be collected. [at the general meeting]
8. The collected ballots will be delivered to the counting committee by the Secretary or the Secretary's designee. [after the general meeting]
9. The ballots will be counted by the ballot counting committee and reported to the President prior to the next Board Meeting. The Board will validate by motion the results of the balloting. [at the Board Meeting, 1 meeting after the general meeting]
10. The Board will transmit a notice to all members [after the Board Meeting, 1 meeting after the general meeting]
11. The ballots will be destroyed by the Secretary. [after the Elected Officer's installation date]

Ballot and Voter Security Measures

1. The ballot will be designed to list the candidates for each office and for write-in candidates. The ballots will be consecutively numbered to prevent introduction of additional ballots. The ballot will be configured to be folded to conceal voter's selection.
2. One member of the counting committee will be designated from FFOFC members who are independent of the nominated candidates and are not on the Board. The Secretary hold the ballots until counting and will be present during the counting. During the count, the ballot numbers will be checked to assure no extra ballots have been introduced.
3. The Secretary will maintain control of the ballots after the election count. They will be destroyed at the appropriate time.

Sample Timeline – Election at the General Meeting on Thursday January 26th, 2012

1. November Board Meeting
 - a. Board designate the nominating committee
2. December Board Meeting

- a. Board receive the list of candidates from the nominating committee
 - b. Board designate list of candidates
 - c. Board approve ballot format
 - d. Board direct transmittal to the membership of the candidate list and general meeting date and place
3. January Board Meeting
 - a. Board designate members for the counting committee
 - b. Board finalize list of candidates on the ballot
4. General Meeting, January 15th
 - a. Secretary or designee handout ballots
 - b. President or designee ask for nominations from the floor
 - c. President or designee request ballots to be collected
 - d. Secretary or designee to hold the ballots until counted.
5. Prior to the February Board Meeting
 - a. Counting committee to count votes for candidates
 - b. Validate ballot count
 - c. Report to the Board the election results
6. February Board Meeting
 - a. Board to validate the election and new Officers
7. After the February Board Meeting
 - a. President or designee to send results of the election to the membership by email
8. March Board Meeting
 - a. Invite newly Elected Officers to the Board meeting and start transition actions
9. April 1, 2012 – Newly Elected Officers begin term of service