



Board of Directors Voting Procedures

Established June, 2015

Voting for any Board of Director position falls under the purview of the Secretary unless the Secretary position is the one being decided by the vote or the Secretary is a nominee for another Board position, at which time the Board will appoint an Election Chairperson. The following procedures will be followed for each vote.

I. Nominations

A. Nominations for the position will be accepted by the Secretary, through the website, by email, or by personal contact, up until the close of the General Membership Meeting prior to the vote. For those received prior to the meeting, the Secretary shall personally contact each nominee to determine their willingness to serve.

B. At the meeting, the membership will be asked for final nominations. Once all nominations are accepted, the Secretary will confirm that all nominees are willing to serve. Upon determining the final list of nominees, nominations will be closed. At that point, those members nominated will be asked to introduce themselves to the membership, including their reasons for aspiring to the Board position.

C. As soon as is possible following the close of the General Membership Meeting prior to the vote, the nominees' names and biographies will be placed on the website for the memberships' perusal.

D. The election for the Board position will take place at the following General Membership Meeting.

II. Voting Committee

A. The Secretary shall establish a committee of four members to assist with the actual voting the night of the General Membership Meeting.

III. Voting Ballot

A. The Webmaster shall post a Voting Ballot on the website. This ballot shall be used for all votes, including absentee votes.

IV. Absentee Voting

A. All members may submit an absentee ballot to the Secretary for inclusion in the voting process.

B. The absentee ballot shall be delivered to the Secretary through the mail or by hand; email and telephone votes will not be permitted.

C. Each absentee ballot must be submitted sealed in an envelope with a readable signature of the voter on the outside of the envelope.

D. The current roster to be used for the voting process will be marked indicating that an absentee ballot was received for that member.

E. Absentee ballots shall not be opened until they are presented to the Voting Committee on the evening of the actual vote.

V. Voting During the General Membership Meeting

A. A current copy of TOVA's roster made up of paid members in good standing, a ballot box, pens, envelopes, and printed copies of the ballot will be provided to the Voting Committee by the Secretary.

B. Voting will open fifteen minutes prior to the General Membership Meeting and close fifteen minutes into the meeting or once any new members have been voted into the Association, whichever comes later.

C. New members will be permitted to vote, however their vote shall be cast as an absentee ballot. It shall be held in an envelope until the General Membership votes those individuals into the Association, at which point their votes will be placed in the ballot box with the others. If they are not accepted, that vote shall be discarded.

D. As members vote, they shall place their folded ballot inside the ballot box and be checked off by a Voting Committee member on the roster as having voted.

E. No individuals can vote whose name is not on the roster, with the only exception being someone who places a paid membership just prior to the meeting, confirmed by the Secretary. For the tallying of their vote, see Section V-C.

VI. Tallying the Vote

A. Once the deadline for voting is passed, the Voting Committee will adjourn to another room to count the votes.

B. Ballots will be removed from the ballot box.

C. All ballots will be counted three times to ensure an accurate count.

D. The Ballot Count Form, indicating the votes each nominee received, will be filled in and taken to the Secretary.

E. ALL materials (ballots, ballot box, absentee vote envelopes, roster, extra voting materials) will be given to the Secretary upon the close of the evening's meeting.

F. Please note that the results from the vote are not to be discussed outside the ballot counting room until announced.

VII. Announcing the Vote

A. The Secretary will announce the vote and the vote count at that evening's meeting when directed to do so by the Commander.

VIII. Securing the Documents

A. All ballots and envelopes will remain in the Secretary's control following the meeting, in case a challenge to the result is made. If made, the votes will be counted once again by the Board of Directors. Any challenges must be made within one week from the date of the vote.

B. The Voting Roster and Ballot Count Form will be held until the end of the next General Membership Meeting.