

Membership Committee Description - Exhibit A Elections Procedures

(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)

A. Policy Statement

Elections for the member elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

B. Definitions

1. General Election: Annual election to fill vacant positions of the WMCA Executive Committee occurring from the expiration of office terms; regularly scheduled for February of the initiating term year.
2. Special Election: An election called to fill a position which has become vacant between general elections.

C. Nomination Procedures

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Section E), in the October, November and December editions of the WMCA Newsletter for the general election; and the next available edition of the WMCA Newsletter for special elections.
3. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates. The Elections Officer shall send a copy of the Call for Candidates to the Webmaster at the same time it is submitted for the October newsletter to be distributed to the membership by email and on the website.
4. Complete Candidate Packets must be received by the Elections Officer by December 1st for general elections; and by a day specified prior to the opening of special elections.
5. After a Candidate Packet is received by the Elections Officer, and prior to December 15th, the Elections Officer will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. If any requirements are not met, the Elections Officer shall contact the candidate and give them an opportunity to correct the defect in the Candidate Packet before December 15th.
6. In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in Section C(3), the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.

7. The Elections Officer shall prepare a slate of candidates and forward, by the first business day after December 15th, the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process. The Elections Auditor will review the Candidate Packet to determine if it meets the requirements of Article V, Section 4 of the WMCA Bylaws. The Elections Auditor will notify the Elections Officer of the status of each Candidate Packet by December 24th.
8. The Elections Officer will submit the slate of proposed candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws to the Membership Committee Chair who will distribute the slate to the Executive Committee via e-mail no later than three weeks prior to the January Executive Committee meeting.
9. Once the Executive Committee has been notified of the slate of proposed candidates, the Elections Officer will notify the Webmaster to post the candidate statements and photos to the WMCA website.

D. Election Administration Procedures

1. The Elections Officer obtains a list of active members in good standing as of the date of the general election or the special election from the Treasurer. The Elections Officer also obtains a list of active members shown in the WMCA website from the Webmaster.
2. The Elections Officer then compares the lists from the Treasurer and the Webmaster to create a master list that contains only Active Members, including their Member ID from the WMCA website. Only active Members are allowed to vote and will need their Member ID in order to vote.
3. The Elections Officer prepares electronic voting software to include:
 - a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.
 - b. **Electronic Voting Instructions:** Shall contain at least the following:

If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.

To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, “I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election.”

Enter your name, city, email address and date in the certification fields, and click on the “Submit My Vote” button.

4. By the Friday before the first business day in February for general elections, and a date agreed upon by the Executive Committee for special elections, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the master list of Active Members (see Section D(2) above), via the Webmaster. The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email. The ballot information shall contain only the items listed above in this Subsection.
5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.
6. Voting must be completed no later than 4:00 pm the third Friday in February for general elections, and no later than 4:00 pm at the conclusion of three weeks from the opening of special elections. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.
7. Write-in candidates will be allowed. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be filled by the candidate with the next highest votes counted.
8. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
9. On the next business day following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.
10. The Elections Officer will give the results of the election to the Elections Auditor, who will provide an independent review of the process and results of the election. The Elections Auditor will provide a written summary of the election results (including the names and votes counts for all candidates for each position) to the Executive Committee, the Elections Officer and the Membership Committee Chair.
11. The President shall inform each candidate of the results of the election.
12. The President will announce the election results to the general membership via eblast as soon as possible, but only after all of the candidates have been notified. The announcement shall contain the names of all candidates for each position and the total number of votes received from the membership.
13. Immediately following the announcement by the President, the Elections Officer will arrange for the election results to be published:
 - a. On the WMCA website; and
 - b. In the next WMCA newsletter.

14. Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.

E. Candidate Packets

1. Pursuant to Article V, Section 4 of the WMCA Bylaws, complete candidate packets must be received by the Elections Officer by December 1st for general elections, and the date determined by the President and Elections Officer for a special election; and must include the four following pieces of information:
 - a. Declaration of Candidacy: This is a signed, written document containing the following:

“I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my supervisor, as well as the individual with budget authority (unless the same person) for example but not limited to - a mayor, agency manager, agency administrator or CEO, with a photo and candidate statement which I authorize for use in the election process.”
 - b. Candidate Statement: This statement must be no more than 200 words in length, including the candidate’s name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
 - c. Photo: A black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be used by the Elections Officer in the electronic voting mechanism and forwarded to the President-Elect who will distribute them to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.
 - d. Letter of Support: A letter addressed to WMCA and signed by the candidate’s supervisor, as well as the individual with budget authority (unless the same person) for example but not limited to - a mayor, agency manager, agency administrator, or CEO, supporting the candidacy, and the candidate’s increased involvement in WMCA, must be submitted with the Candidate Packet.
2. The candidate packet may be submitted to the Elections Officer electronically or by hard copy.

F. Election Timeline

<u>Action</u>	<u>General Election</u>	<u>Special Election</u>
Call for Candidates – publication in the WMCA Newsletter	October, November, December editions	Ensuing edition
Call for Candidates – for dissemination by the webmaster	Same time as October newsletter	Same time as ensuing newsletter
Candidate Packet Deadline	December 1st	A date determined prior to election opening date
Elections Officer will review the Candidate Packet	Through December 15th	During the 14 days after the Candidate Packet deadline
Elections Officer forwards the slate of candidates to the Elections Auditor	By the first business day after December 15th	14 days after Candidate Packet deadline
Elections Auditor notifies the Elections Officer of the status of each Candidate Packet	December 24th	10 days after receipt of slate of candidates
Slate of Candidates sent to Executive Committee (<i>via Membership Committee Chair</i>)	Emailed to Membership Committee Chair no later than three weeks prior to the January Executive Committee meeting	
Webmaster posts Candidate Statements and Photos to WMCA Website	After Executive Committee notified	
Election Officer Confirms Eligible Voters	Active Members in Good Standing as of the date of the election	
Elections Officer Prepares Electronic Voting Software	Prior to the opening of the election	
Elections Open	Friday before the first business day in February	Date agreed upon by Executive Committee
Elections Close	4pm - third Friday in February	4 pm at the conclusion of three weeks from the election opening date
Elections Officer Tallies the Votes	The next business day following the close of election	
Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair	After results are received from Elections Officer	
President shall inform each candidate of the results of the election.	As soon as results are available	
President announces results to the membership	Via email as soon as possible after candidates are notified	
Election Officer arranges to publish results in the WMCA Newsletter and WMCA website	Ensuing edition following Presidential announcement	