**APPENDIX 5 SCWDC ELECTION GUIDELINES & PROCEDURES**

A. Candidates and Campaigns

1. The Club shall reproduce, at its expense, the campaign article and photo for each candidate. The Club shall distribute these to each member attending the Election Meeting.

2. Articles or notices about the election, including campaign articles, must be submitted to the Election Chairperson for approval before being submitted to the Club magazine, web site, or SkiGram newsletter.

3. Campaigning, which may commence when the Nominating Committee first announces its nominees to the general membership, is allowed at all Club activities through election night. This campaign start date applies to all candidates, regardless of whether they are nominated by the Nominating Committee. Campaign activities include the passing out of fliers, buttons, and name tags; the display of posters; and the public promotion of a candidacy, either in person or by telephone, mail, email, or other electronic means of communication.

4. Candidates may use personal mailing lists, but they may not use lists generated from the Club membership database that are not available to members at large.

5. Use of SCWDC facilities or office equipment for campaign purposes is not permitted.

6. Endorsement or promotion of candidates by members while acting in an official Club capacity (e.g., as an activity leader, assistant, or volunteer) is not permitted. This includes the wearing of buttons, name tags, or slogans that might be interpreted as promoting a candidate. This restriction applies before the activity, while conducting business associated with the activity, and during the activity.

7. Candidates shall conduct themselves in accordance with the Club’s Code of Ethics. Malicious behavior, bribery, and false statements about other candidates are not permitted.

8. At the Election Meeting, Board candidates’ speeches will last a maximum of two minutes. Presidential candidates’ speeches will be a maximum of four minutes. Any candidate running for both offices simultaneously is limited to four minutes.

9. All candidates for Club office are subject to these guidelines, whether nominated by the Nominating Committee, by petition, or from the floor.

10. Each candidate is responsible for compliance with campaign guidelines on the part of those campaigning on his or her behalf.

11. If violation of these guidelines occurs, the Election Chairperson may ask the offending candidate to stop campaigning. The candidate will then only be allowed to make his or her speech at the election meeting. If a serious violation occurs, the candidate will be informed in advance by the election Chairperson that announcement of the violation may be made at the time the candidate is introduced for the speech. The Election Committee can apply an appropriate sanction. Prior to the day of the election, the candidate may appeal this action to the President. If the President is a candidate or recuses himself/herself, the appeal shall go to the Board of Directors, who shall resolve the matter expeditiously. Any appeal on the day of the election shall be presented to the assembly of members at the meeting.