**SCWDC Election Chair Guideline: Process and Specifics
Draft as of April 13, 2024, 11:00AM**

**Purpose:** This document covers the total process for the Election Chair (EC) to perform duties in advance of, and at, the club’s annual Election and Awards meeting. The meeting is usually held in April, the last month of the club’s fiscal year (May 1 – April 30). Most of the EC work involves writing documents and being in contact with the candidates. Only a shortscripted effort is necessary to conduct the election at the Election Meeting. Overtime, the SCWDC election process has become simpler.

To perform the duties, it is necessary to become familiar with the election guidance in the SCWDC Policy Manual. Two essential references from the Policy Manual:

 Chapters 1 and 2. These specify the terms of President and director, give length of membership criteria to qualify for election, and specify that four of the eight directors can be non-skiers & the others need to be skiers within the last three years. This is a quick summary, someone involved in either the nomination process or the election process should read both chapters 1 and chapters 2. This document will not attempt to re-state all of this guidance. It’s a good idea to read both chapters, they are fairly short, and only a few facts need to be memorized. The Policy Manual is posted in PDF format on the SCWDC website in the ”Home” area, the title of the page is “Club Forms and Documents.”

Appendix 5, SCWDC Election Guidelines and Procedures. The statements in this document mostly apply to the election process although there are some references to the nomination process. The EC and Election Committee should read this document closely.

To simplify this document, abbreviations are used:
NomC = Nomination Committee NC = Nomination Chair

EComm = Election Committee EC = Election Chair

Here are the steps to serving as EC, an outline:

- Overall Process: Timing and selection of both NomC, NC, and EC, responsibilities

* Election Business Before the Meeting: Actions of the EC with examples, Posting of Election Webpage
* The Meeting: in general and specific to 2024
* How is Electronic Voting Conducted?

**OVERALL PROCESS**

1. BOD acts in the Fall or early Winter, not later than January, to select the Nominations Committee (NomC) and EC. The President decides who to ask. In the past several years of the 2020+-era, the BOD has selected a Nominations Chair (NC) and that person finds members to serve on the NomC. The Policy Manual states that the NomC shall be selected 150 days prior to the election. The Policy Manual requires at least three members to serve on the NomC, also true for the Elections Committee

Bill comment: The BOD selecting a committee means that members with various club experiences and backgrounds can be selected, then that group meets to select a chair.

The NomC should get at least two months to do their work as it may be necessary to spend hours to contact members in person or by phone or email.

1. The NomC is responsible to ensure that the candidates meet the requirements as specified in the Policy Manual. The committee is responsible to identify at least four candidates. At any one time, only four directors can be non skiers.
	1. The NC sends a message to the President and the EC stating who has been identified as a candidate. Also, NC sends a message to the candidates notifying them they are selected as election candidates. See the attached 2024 NC message to the candidates (Attachment 1, page 1).
	2. Comment from Bill, 2024 EC: In past years the NC did not ask the candidates for the biography and photo, Geoffrey as NC has done that, I did not object, but formerly it was the responsibility of the EC to do this.
	3. The Candidates’ statements are not edited for content, although they can be edited for clarity and grammar If the candidate agrees. Formally, the magazine editor used to do that. Now that we don’t publish the magazine anymore it’s now up to the EC or Webmaster to do any editing that seems appropriate. How ever this is handled, The key point is the statements need to be completed by a certain time to be published on the website.
	4. As the club is no longer holding monthly meetings, the NC can’t announce the candidates at a meeting. Therefore, the Weekly Skigram serves that purpose.

**ELECTION BUSINESS BEFORE THE MEETING**

1. The EC sends a message to the candidates explaining how the process will work. See the attached 2024 EC message in Attachment 1, pages 2-8 . The message states a reference to Appendix 5. For the convenience of the candidates, a copy of Appendix 5 is printed at the bottom of the message. In 2024, the EC sent a second message to candidates (Attachment 1, pages 9-10)
	1. From Appendix 5. A candidate can’t use an official ski club mailing list and can’t use office assets to copy flyers.
	2. FYI, for the last several years there’s been very little campaigning as there are few social events and no monthly membership meetings.
2. The SCWDC Webmaster creates an election page and posts it sometime in March. See the attachment, the 2024 Election page (Attachment 1, pages 11-17). Depending on the election meeting date, the Webmaster will send out a club email to all current members explaining that an ballot can be cast electronically. The email has the link to vote. When the recipient votes, the website creates a record, so the membership list used for meeting check-in-will inform the check-in staff, not to provide a ballot to those who have already voted. in

The webpage also says that a ballot can be requested from the office or a person can go to the office and cast a ballot. FYI, in both of these latter cases in the 2020’s era, there’s been very little/no use of these techniques.

1. The EC is available and to answer any questions as stated in message to the candidates.
2. The EC needs to prepare three documents to execute his/her duties and plan for the conduct of the meeting.
	1. #1, An agenda consisting of two parts, the agenda itself, a list of officers, and for the President, how many copies need to be printed by the office. To conduct the meeting. The EC really isn’t responsible for telling the President what to say to the membership (Report to the Membership) about the past year’s events, Bill provided a draft in the 2024 agenda that Ruth will edit before it goes final, it could also be omitted. Bill could have left this blank since only the President knows what he or she wants to talk about.
	2. #2, A meeting script for the President and EC. The script really serves the EC so that every essential explanation is given and nothing Is accidentally left out.
	3. #3, A ballot, one version to be used by the office to mail out or to be used in the office and a second ballot to be provided at the meeting for anyone who has not already voted. The ballot should state that voting for up to four candidates is possible. Some members vote less than four. The EC made a mistake in the 2024 ballot, stating that 5 votes were possible. The Policy Manual clearly states that 4 votes are possible.

The samples of all of these in separate files are attached to this document.

**THE MEETING**

1. FYI #1: For 2024, two candidates have stated that they have prior commitments such that they cannot attend the meeting. The EC let them know that this was not a problem as most ballots are now cast electronically using the candidate’s statements.
2. FYIC#2: For the last two years and for 2024, the President has asked for the election to take as little time as possible so that the meeting itself really becomes a “party.” Therefore, while speeches are authorized by the Policy Manual (two minutes by candidates and four minutes for the President), election speeches have not been given.
3. About the meeting itself, the President asks that a membership list be produced by the administrative manager or the webmaster for check-in. The President usually asks board members to serve as the check in staff. The membership list will have a record of who has already cast a ballot electronically, therefore only members who have not voted can get a ballot at the meeting.

Bill comment: electronic voting has been used since 2019. It has reduced the importance of the meeting itself because the election is decided by high number of electronic ballots and not in-person voting after listening to speeches.

1. Per the Agenda, the President opens the meeting, makes initial remarks and then asks the EC to take over.
2. After the EC completes his or her presentation, all meeting ballots handed out at check-in, are picked up. The EComm tabulates them. The Webmaster will have provided the EC with a count of electronic votes before the meeting started. Votes in person at the meeting are added to those totals, resulting in a final count. Other agenda items (Treasurer’s Report and the presentation of awards will be conducted while the ballot counting takes place. These only take 10 to 15 minutes, but plenty of time to create the final count for all ballots. When the awards are all given out, the EC announces who has been elected.
3. 2024 note: for the last several years, the number of candidates have been equal the number of vacancies. For 2024 there are six candidates and five possible vacancies. Some recent elections have had only four candidates elected for two year terms. However, in 2024, one director with a two-year term will resign after serving only one year. So in 2024, five of the six candidates will become directors, the four highest vote count candidates will be elected to two year terms, and the fifth most number of votes will go to a person to serve the remaining one year of the term of the director who resigned.

**HOW IS ELECTRONIC VOTING CONDUCTED?**: the club’s “Wild Apricot” web software has a feature in the “Member” area to create a “POLL” that serves as a voting function. Gary, webmaster, has used this since 2019.

Bill comment: The electronic voting has allowed a large number of members to vote. The downside is that members use the current year’s election page to read biographies and decide who to vote for, but not listening to speeches at a meeting. Thus, personality, enthusiasm and verbal expression of “Why elect me?” that would be evident from hearing a candidate’s speech, is not present.

**Attachments:** To fully understand and use this document, it is necessary to have a copy of a separate file of that contains the cited examples, also three other files, Agenda, Meeting Script, and Ballot.