

## **Election Timeline and To Do List**

### Per Article IX- Section 2 - Delegation

The Board of Directors (the Board) shall appoint an Election Committee composed of at least three members in good standing who are not candidates in the election. This committee shall be charged with conducting a fair, impartial and timely election. Within rules, policies and procedures established by these Bylaws and the Board, the Election Committee shall have discretion to conduct the election as it sees fit.

### Note

The Bylaws of Washington Apple Pi, Ltd. do not provide for the office staff to run the annual election. Except for the specific functions listed below that require office staff help, the Election Committee is not to ask or expect the office staff to make decisions on procedures or run the annual election.

### **Timeline**

#### By the end of November for submission into the January/February Journal

The Secretary will make a half-page or larger notice for the January/February Journal which advertises that nominations will be taken at the February General Meeting. The notice will clearly state that all nominations may only be made to the Secretary. No nominations may be left or given to the Office.

#### By the end of the February Board of Directors Meeting

1. The Election Committee must be formed and approved.
2. The Election Review Committee must be formed and approved.

#### By the end of the February General Meeting

The Secretary should have all the nominations. A consolidated list of nominees will be sent to the office for verification of membership status. This list will include the name of the nominees and all positions for which they have been nominated.

#### By close of business on the Wednesday after the February General Meeting

The office will have verified all the nominees' membership status. A list containing the nominee's home address, home and work phone numbers, membership status, and positions nominated will be forwarded via the Secretary to the Election Committee.

#### By the first week in March

1. The Election Committee will obtain a mailbox
  - a. The committee will appoint one person to periodically pick up mail from the post office box
  - b. The person assigned to pick up the mail must find out the cost of a six months post office rental; find out to whom the check must be made; get a check from the office and obtain the post office box
2. The Election Committee will contact all nominees
  - a. No nominee may stand for election as both President and another officer position
  - b. Nominees must indicate for which position they are running
3. The Election Committee will notify all nominees of these restrictions and requirements for their statement.

- a. length of statement (example - 250 words)
- b. content of statement (example - no comments about other nominees running)
- c. picture (if one is offered, in what format)
- d. financial disclosure statement content and form.

(Example Financial disclosure statement: "I certify that I do not have, nor have had in the past two years, any employment with organizations providing goods and services for the microcomputer market or financial arrangements involving Washington Apple Pi." OR - "I have no financial interest in the computer or software industry or other entities providing goods or services to Washington Apple Pi. I have in the past and would like to continue in the future teaching tutorials at the Pi. I have accepted the standard payment for teaching such classes and would continue to do so.")

- e. date that the statement, financial disclosure statement and picture are due
- f. where the statement, financial disclosure statement and picture are to be sent (they may *not* be sent to the Pi office)

4. The Election Committee will contact the Journal Editor and coordinate the printing of the statements, rules, ballot and envelope in the May/June Journal.

- a. The election material will be placed as a center section in the May/June Journal;
- b. The cover of the May/June Journal must include some indication that this is the election issue;
- c. The election instructions must include in clear standout type the due date for receipt of ballots to be counted
- d. The Ballot will be on one page with the voting instructions on the back of the same page. No candidate statements may appear on the ballot.
- e. The Ballot page will be a perforated/pull out page
- f. The Return Envelope will be stapled in the center of the Journal
- g. The return address portion of the envelope must include:
  - a line for Pi membership number
  - a line for member's name
  - a line for member's street address
  - a line for member's city, state and zip code
- h. the addresses portion of the envelope must include:
  - the line Washington Apple Pi Election Committee
  - a line with the PO Box number
  - a line with City, State and Zip Code
- i. a mock up of the envelope must be made and given to the Journal Editor

#### On or about April 3rd

The Office will expire all memberships in the database that have a membership expiration date prior to April. After this function has been completed, a copy of the database will be made and kept with no changes for the duration of the election cycle. This copy of the database will be used to run labels for the election issue journal and the lists for the Election Committee when they do the official counting of the election ballots.

The Election Committee will notify the office of the name and phone number of the Election Committee member who will be responsible for all inquires from members who claim not to have received the election issue of the Journal and therefore have no ballot.

The Election Committee will notify the office of the name and phone number of the Election Committee member who will be overseeing the mailing of the first class, surface and airmail copies of the election issue journal.

#### On or about April 17th

The Office will run the address labels (bulk, first class, surface and airmail) for the May/June Journal mailing. The Office will send the bulk labels to the printer. The labels for the first class, surface and airmail copies of the election issue journal will be locked in the office manager's office.

On or about April 24th

The Office will secure the boxes of advanced copies of the Journal and call the designated Election Committee member. A time will be set up for the committee member to observe the mailing of the first class, surface and airmail copies of the election issue journal. That Election Committee member will also remove the ballots from the advanced copies of the Journal that are left over from the above mailing, and remove the ballots from the office.

On or about May 22nd

The Election Committee will call the office and request an alpha and numeric printout of members eligible to vote. A member of the Election Committee must pick up and sign for these lists. After the election cycle has been completed and the election resulted certified to the Board of Directors the official membership lists must be returned to the office to be destroyed.

On or about May 27th

The Election Committee will make the official count of all ballots. The Election Committee will delegate one member of the committee to keep all election-related materials at their home for one year. After one year, the Election Committee member will return the election information to the offices of Washington Apple Pi.

On June 14 (or the first scheduled Board meeting in June 2000)

The Election Committee will certify the election results and submit them to the Board of Directors at the Board of Directors meeting.