

IBEX SKI CLUB
P.O. BOX 1542
PALATINE, ILLINOIS 60078

BOARD OF DIRECTORS POLICY #16
Elections

1. Selection of Election Chairman and Announcement of Elections: The BOD shall appoint/elect one of their members to serve as Election Chairman. The duties of the Election Chairman are to:
 - A. Announce elections at least two meetings prior to nomination.
 - B. Submit an article for publication in the newsletter announcing elections and detailing qualifications, duties and responsibilities of the office prior to nominations.
 - C. Conduct nominations.
 - D. Chair BOD interviews and recommendations committee.
 - E. Solicit and publish candidate statements
 - F. Prepare and provide ballots to members for contested positions.
 - G. Monitor candidate speeches.
 - H. Conduct voting
 - I. Appoint Ballot Validation and Counting Committee.
 - J. Count ballots.
 - K. Interpret election rules.
 - L. Conduct runoff elections when required.
 - M. Announce election results at the meeting and also in an article for the newsletter.
 - N. Call for and conduct special elections when required.

2. Inform Members of the Duties of Office: The description of the duties of each elected officer shall be made available electronically.

3. Nominations: Nominations shall be held two meetings prior to the election. These may, but need not be, the two meetings immediately preceding the election.
 - A. The BOD shall schedule nominations such that adequate time remains after the close of nominations for candidate interviews and preparations and distribution of ballots.
 - B. Nominations shall be taken in the follow order: Secretary, Treasurer, Activities Chairman, Membership Chairman, Trip Chairman, President and Board of Directors.
 - C. Nominations shall be valid when made by a current member, seconded by a current member and accepted by the nominee. Nominees not present for acceptance shall be contacted by the Election Chairman to determine acceptance by the nominee.
 - D. The Election Chairman shall close nominations on a given date for a given office after two unanswered calls for nominations.
 - E. In the event of no nomination for an office, the BOD, at the time the newly elected officers assume office, shall fill the vacancy in accordance with the policy on interim appointments.

4. Interview and Recommendation:
 - A. The BOD Election Chairman shall provide a job description document to each candidate for the office to assure and confirm the candidate understands the responsibilities of the

IBEX SKI CLUB
P.O. BOX 1542
PALATINE, ILLINOIS 60078

BOARD OF DIRECTORS POLICY #16
Elections

office, the type and quantity of work involved, that the candidate is willing to accept the duties of the office, and the candidate meets eligibility requirements.

- B. The BOD has the right to reject any candidate for office whose election the BOD feels would be a serious detriment to the Club. Candidates who do not receive the recommendation of the BOD shall be notified prior to the announcement of recommendations and shall be given an opportunity to appeal the Board's decision.

5. Publication of Candidate Statement

- A. All candidates running for an office should type or legibly print their statement of qualification and reason for serving in that position.
- B. The length of their statement shall not exceed 100 words.
- C. The qualification statement shall be in the hands of the Election Chairman on the date set by that Chairman.
- D. The BOD will not proof statements for spelling or grammatical errors.
- E. Candidate statements will be provided with the ballot.

6. Ballot Preparation and Mailing

- A. Ballots will be provided to each current member with sufficient time to allow for voting.
- B. The ballot shall contain voting instructions. See attached sample ballots.
- C. The ballot shall list the offices in the same order as Article 3 of this policy, with the candidates listed alphabetically.
- D. For those positions with a single candidate, a vote by proclamation may be done at the election meeting in lieu of balloting.

7. Candidate Speeches

- A. Candidates shall be offered an opportunity to speak to the members before voting.
- B. The order of speeches shall follow ballot order.
- C. The speeches shall be limited to three minutes.
- D. Candidates may speak for themselves, have someone speak for them, or a combination of the two; but, the time allotted to each candidate shall be three minutes.

8. Voting

- A. Will be restricted to one vote per member. Ballots received via e-mail shall be verified by the e-mail address.
- B. Votes may be cast in person or by e-mail.
- C. E-mail ballots must be submitted by 12 midnight the day before the election.
- D. For those positions with a single candidate, a vote by proclamation may be done at the election meeting in lieu of balloting.
- E. No write-in votes will be accepted.

IBEX SKI CLUB
P.O. BOX 1542
PALATINE, ILLINOIS 60078

BOARD OF DIRECTORS POLICY #16
Elections

9. Ballot Validation and Counting

- A. The Election Chairman shall select a Ballot Validation and Counting Committee.
- B. The Committee shall consist of not less than five members. There shall be no less than two members of the BOD on the Committee and there shall be no less than two members from the general membership (not members of either Board) on the Committee.
- C. Only ballots cast by current members shall be counted as valid.
- D. All ballots shall be verified against the current membership list. Illegible ballots and multiple ballots shall be considered invalid and discarded. The validity of ballots shall be determined by the Ballot Validation and Counting Committee.
- E. Ballot shall be counted until vote totals from two separate counts agree.

10. Election Rules

- A. To be elected to any Executive Board office, a candidate must receive more than 50% of the votes cast for that office.
- B. To be elected to the Board of Directors, a candidate must receive more than 25% of the votes cast for that office. The two candidates receiving the most votes cast for that office shall be elected.
- C. If the election results are inconclusive because of a tie, there will be a runoff election, and all current voting members at the time of the first election shall be re-pollled.
- D. If the election results are inconclusive because no candidate received the required percentage of the votes cast for that office, there will be a second election and all current voting members at the time of the first election shall be re-pollled. The following shall apply:
 - 1) If two or more candidates tie for the highest number of votes cast for that office, those candidates will enter the runoff.
 - 2) If there is one candidate with the highest number of votes cast for that office and one or more candidates with the second highest number of votes, those candidates with the highest and second highest number of votes will enter the runoff.
- E. If no candidate receives more than the required percentage of the votes cast for an office in a runoff election, a second runoff election shall be held following the above criteria and the entire membership as of the first ballot shall be polled.
- F. This process shall continue until a candidate is elected.

11. Election Results

- A. Those elected shall be announced to the entire membership of the Club.
- B. The member of votes cast for an individual candidate shall be disclosed only to that candidate and the BOD.

**IBEX SKI CLUB
P.O. BOX 1542
PALATINE, ILLINOIS 60078**

**BOARD OF DIRECTORS POLICY #16
Elections**

| | | | |
|--------------------|--------------------------|--------------------|---------------------------|
| Approved: | January 25, 1984 | Reaffirmed: | February 24, 1993 |
| Revised: | January 13, 1999 | Revised: | April 27, 2003 |
| Reaffirmed: | November 11, 1992 | Reaffirmed: | September 13, 2006 |
| Reaffirmed: | January 31, 2007 | Revised: | September 8, 2010 |
| Revised: | March 22, 2017 | | |