

RBSA  
Board of Trustees  
Election Committee Procedures  
February 14 2023

1. Prepare Eligible Voter Listing: Download and print a member listing from the web site membership data base. Delete ineligible members (i.e., Associate, Junior Seasonal, Young Adult, Trial, Sustaining Inactive, Life Inactive). Send a copy of the listing to the bookkeeper to verify member account status (current year dues paid and no outstanding debts.). Provide the Membership Chairperson with a list of active members who have not paid their dues for the current year. The Membership Chairperson will contact each member with unpaid balances (dues, storage fees, etc.) to determine if they should be removed from the listing (i.e., leaving the club, have gone inactive, did not receive an invoice but will pay etc.). This step should not be started until the first or second week of July...membership renewals are due June 30<sup>th</sup>. The final listing of eligible voters should be completed and available for inspection at least 30 days prior to the election, in accordance with the Bylaws.
2. Call for Candidates: The call for candidates will be sent out via email to all members at least 35 days prior to the election. A sample of the "Call for Candidates" email is attached. Responses must be received no later than 28 days before the annual members meeting. Incumbents whose terms are expiring will also have to respond to the call if they wish to be included on the ballot. If the number of qualified candidates that respond to the call are equal to or less than the number of vacancies the Election Committee may recommend to the Commodore that the election be cancelled. The Board can then appoint the candidates to fill the vacancies at the annual meeting.
3. Preparing the Ballot: Candidates shall be listed on the ballot in alphabetical order by surname. The bios for each candidate will be included with the ballot when it is sent to all members. The nominating committee may edit submitted bios for clarity, brevity, and grammar. Final versions of each bio will be returned to each candidate individually before sending the ballots to RBSA membership.
4. Notice of Annual Members Meeting/Election: The notice of the Annual Members Meeting will be emailed to all members and will include a copy of the ballot as well as each candidate's bios. The notice will also be posted on the home page of the club website and club bulletin board. Hard copy ballots will also be placed close to the ballot box, which will be sealed, located in the club house near the Manager's desk. Electronic copies of the ballots may also be downloaded from the web site.
5. Absentee Ballots: Absentee ballots may be submitted as email attachments, dropped off in the ballot box located close to the Club Managers desk at the club house, or mailed in via the postal service. Return instructions including the return date will be on the ballot form and must be received no later than two days prior to the annual meeting.

6. Counting Absentee Ballots: Counting absentee ballots will be conducted by the election committee on the day before the annual members meeting. Club staff members responsible for picking up mail from RBSA's PO Box must make sure that mail in ballots have been placed in the ballot box. Email attachments will also be printed and placed in the ballot box, which will remain sealed until the election committee convenes to count ballots. The total number of ballots received will be counted and each ballot will be checked against the eligible voter list. A record will be kept of all rejected ballots along with the reason for rejection. Accepted ballots will be counted twice on separate tally sheets and signed by the counters. Total votes on each tally sheet must be the same, totals must be equal to or less than the total number of accepted ballots and must be signed by each counter and the person acting as witness.
  
7. In-person Voting (Annual Members Meeting): Ballots and accompanying bios will be distributed to members attending the meeting who may vote if they did not submit an absentee ballot. The ballots will be collected following the announcement ending the voting period. The election committee will then check all in-person ballots against the master control sheet to ensure that the voter is eligible and has not previously submitted a ballot (e.g., absentee). The valid ballots will then be tallied for each candidate and added to the official total absentee counts tallied on the previous day. The final election results will be handed to the Commodore (or presiding officer) to announce the results. Once the results have been announced the voting will be closed.