

## Election Committee Charter

### Background:

The function of this committee is driven by the annual demand to support the election process of new members to the board and the annual or occasional voting process for ballot questions presented to the corporation membership. The Election Committee is recognized by authority of the Cooperative By-laws, Article XX, as a ~~Standing~~ Committee. Duties are performed at the request of the current Board of Directors.

### Mission:

The committee is responsible for all procedural aspects of the election process.

1. Recruit quality candidates for the Board of Directors and assure they meet the minimum requirement as stated in the Cooperative Bylaws, Article V, Section 1.
2. Coordinate the preparation of all ballots and voting instructions.
3. Upon approval of the Board of Directors, prepare and distribute the vote packets to members.
4. Coordinate the logistic preparation for the Annual Membership Meeting.
5. Count, audit and announce the vote results.
6. Preserve the records of all elections.


### Objective:

Conduct an election and voting process that establishes the highest membership confidence in its integrity by training committee and temporary support members, not only in their physical duties, but in the demand for secrecy in the pre-announced election results.

### BOD Expectations of the Election Process:

1. The Committee Chair should be selected and committee members affirmed shortly after the Annual Meeting when the Board of Directors have selected their officers and accepted their Liaison positions. The committee should be made up of 5 to 9 members. Additional sub-committees may be added to support special requirements, i.e. candidate recruitment, annual packet preparation and distribution, preparation for the Annual Meeting, ballot counting, etcetera. It is recognized that if a voting member of this committee be elected to the BOD, this elevation to the higher level of authority and responsibility, which includes planning and attention to Park business affairs and an increased level of energy and time commitment, necessitates the resignation of the voting member from this committee.
2. The committee will begin actions annually, by mid-March. Their initial tasks will be to establish the schedule for the next election cycle and notify the BOD of their recommendations. Determine and publish which BOD terms will be open for the next election cycle. Anticipate and itemize issues that will require preparation of a ballot question. This committee will advise the BOD and other committees on proper preparation of ballot questions as issues develop during the pre-election period.
3. When a slate of Board Candidates is recruited, an introduction will be made to the membership and a "Meet the Candidate" session(s) will be conducted to give the candidates and members an opportunity for dialog.
4. A "lessons learned" summary will be prepared and presented to the Board of Directors prior to end of season in March or April, and should be made available for review by the membership.

- Notes:**
1. Original signed by Jean Aili 04-09-2013
  2. Revised signed by Jean Aili 04-01-2014
  3. Revised signed by Vern Beckstead 11-08-2016
  4. Revised signed by Vern Beckstead 03-14-2017
  5. Revised signed by Vern Beckstead

  
Vern Beckstead, President, 4/18/22