

Annual Board Election Process (July 2017 Revision)

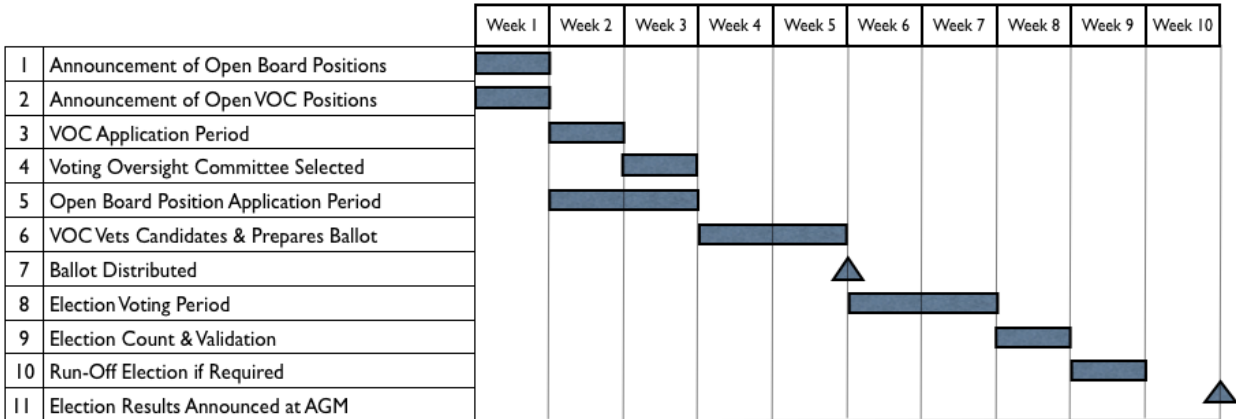
1. ANNOUNCEMENT OF OPEN BOARD POSITIONS (Week 1)
Action to be completed between day 1 and day 7 of May.
Request for candidate applications to fill open board of director positions shall be made in the BCCC Newsletter. Descriptions of the open positions shall be included in the request. Applications from members for open board positions must be received no later than 21st day of May.
2. ANNOUNCEMENT OF OPEN VOC POSITIONS (Week 1)
Action to be completed between day 1 and day 7 of May.
Request for applications to serve on Voting Oversight Committee shall be made in the BCCC Newsletter. Applications from members for the Voting Oversight Committee positions must be received no later than 14th day of May.
3. VOTING OVERSIGHT COMMITTEE APPLICATION PERIOD (Week 2)
Action to be completed between day 8 and 14 of May.
Applicants for the VOC shall apply by sending an email to the Board President (or the Vice President in the years the President position is up for election). The President or Vice President will then forward the email to all the current board members. The requirement for VOC applicants is that they shall be BCCC members in good standing, i.e., their membership must be current at the time of application; members whose dues are unpaid past their annual renewal date are not in good standing.
4. VOTING OVERSIGHT COMMITTEE SELECTED (Week 3)
Action to be completed between day 15 and 21 of May.
The voting oversight committee shall consist of 1, or more members in good standing who are not board members or candidates for the upcoming election. The function of the oversight committee is to ensure the impartiality of the voting process. Duties include verification of voting eligibility, distribution of the ballot, vote counting and processing the results of the vote.
5. OPEN BOARD POSITION APPLICATION PERIOD (Week 2 & 3)
Action to be completed between day 8 and 21 of May.
Candidates for an open board position shall apply by sending an email message to the Board President (or the Vice President in the years the President position is up for election). The President or Vice President will then forward the email to all the current board members and members of the VOC. The email message should specify the position they wish to fill and should include a statement of up to 150 words that summarizes the skills, attributes & benefits they will bring as a board member. This summary statement will be used for the candidates ballot entry.

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6. VOC VETS BOARD CANDIDATES & PREPARES BALLOT (Week 4 & 5)
Action to be completed between day 22 of May and day 4 of June.
Voting Oversight Committee vets applicants for eligibility and compiles ballot slips. The task of the VOC is to verify candidates for board member positions, are members in good standing, i.e., their membership must be current at the time of application; members whose dues are unpaid past their annual renewal date are not in good standing. The VOC will also ensure that any member in good standing who applies for a board position is included on the election ballot.
A Special BCCC Newsletter will provide details of candidates and position they wish to fill.
7. BALLOT DISTRIBUTED TO MEMBERS (End of Week 5)
Action to be completed no later than day 4 of June.
Election ballot slips are emailed to all BCCC members in good standing. Ballots slips shall list open board positions and the candidates for each position along with each applicants summary statement. All members in good standing are eligible to vote for one candidate for each open board position. For voting purposes, a member in good standing is defined as a member whose membership is current, or is not more than 30 days past their renewal date on the day the election ballot is distributed. Proxies are not allowed. Voting is by Mail Chimp or similar application.
8. ELECTION VOTING PERIOD (Week 6 & 7))
Action to be completed between day 5 and day 18 of June.
Voting is closed is closed at midnight day 18 of June.
9. ELECTION COUNT & VALIDATION (Week 8)
Action to be taken between day 19 and day 24 of June.
Voting Oversight Committee counts votes, validates votes are cast by eligible members and provides the results to current Board of Directors. In the event of a tie a run-off election will be between the tied parties.
10. RUN OFF ELECTION IF REQUIRED (Week 9)
Action to be completed between day 25 of June and day 1 of July.
In the event of a tie a run-off election will be held between the tied parties using the same voting process as for regular vote, but with reduced timetable.
11. ELECTION RESULTS ANNOUNCED AT ANNUAL MEETING
Election results will be announced at the Annual Meeting and the newly elected Board Member(s) will then take office.

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SCHEDULE



- The days of the month noted in paragraphs 1 through 10 assume the annual meeting takes place on 7 July. Actual dates will vary depending on the date of the annual meeting, and can be determined by using the chart above.
- This is a ten week process with some slack to allow for adjustment in task timing.
- In the event a task is completed early the next step may be started before the scheduled date.
- For voting purposes a member in good standing is any member whose dues are paid up, or whose renewal is not overdue by more than 30 days on the day the election ballot is distributed. That is, if the voting ballot is distributed on 4 June, a grace period for membership dues is granted up to 5 May to any member who is late renewing.
- Applicants for Voting Oversight Committee must be paid up through day 7 of May.
- Applicants for Board of Director position must be paid up through day 21 of May.
