

North East Community Council Proposed Election Procedures
Approved June 1, 2006 by the NECC Executive Committee

1. No recommendations for changes to the By-Laws.
2. February Membership Meeting
 - a. Recommend having 5 people appointed to the Nominating Committee, which will also function as the Elections Committee.
 - b. A candidate cannot be on the combined committee.
 - c. The committee determines when to meet to plan election. Selects chair if one not appointed.
3. March Membership Meeting
 - a. Eligibility for a candidate and for voting clearly stated in Agenda
 - b. Nominations accepted from the floor.
4. April Board Meeting
 - a. Committee chair gives report to Board.
 - b. Review Election Procedures
5. April Membership Meeting Agenda
 - a. Names of all candidates received by “press-time” for the agenda are listed on the ballot in alphabetical order.
 - b. Agenda clearly states that nominations may be made from the floor.
 - c. Agenda clearly states eligibility for being a candidate and for voting.
 - d. Voters are required to bring identification that shows physical address and photo. (can be 2 different pieces of ID) If a business owner, must have something that shows their ownership and physical address of business, as well as their own identification.
 - e. As per the Bylaws, only one authorized representative of a non-profit or a corporation may vote.
 - f. As per the Bylaws, only one owner of a business that is not part of a corporation or non-profit may vote.
 - g. The agenda clearly states the timeline for voting at the meeting.
6. Preparation for Voting
 - a. Committee prepares ballot, with 3 lines for write-ins
 - b. Committee numbers each ballot. May be done by hand or with a sequentially numbering stamp.
 - c. Sign-in sheet modified to include residence AND mailing address, if different.
 - d. Separate, standard sign-in sheet used if person not voting.
 - e. Signs made to post on doors of building that “No electioneering is allowed within 200’ of the doors of the building where the NECC elections are held.” (this is same distance as in state and Muni elections)
 - f. Obtain maps of NECC area (have in file)
 - g. Chair of committee reviews his/her role: enforce no electioneering, answering questions, directing traffic, handling questioned ballots
 - h. Pens, clip boards and 2 ballot boxes are ready
 - i. Committee determines best way to count votes.
7. Evening of Elections – Ready by 6:30 pm.
 - a. No Electioneering signs posted on doors.
 - b. 2 tables set up in lobby outside of meeting room, with 2 chairs for each.
 - c. Maps taped to tables.

- d. Sets of sign-in sheets ready; non-voting ones on different colored paper
8. Sign-In
- a. Begins at 6:30. Both tables have everything.
 - b. Sign sheet to vote.
 - c. Committee member compares name and address with identification.
 - d. If question about location of street in NECC area, show on map.
 - e. Gives numbered ballot. Makes sure number is on ballot.
 - f. If any voters come with letter of authorization on behalf of a corporation or non-profit, letter is put in large, clearly marked manila envelope. The blank ballot is held until after the polls close and the committee can meet to determine the validity of the letter. (see 10a)
 - g. If a person is not going to vote or can't vote, they sign in on separate sheet.
9. During the meeting
- a. On the agenda, nominations are accepted from the floor.
 - b. After the nominations are closed, time is given for each candidate to make a short speech on why they want to be on the Board.
 - c. Voting is then open for 30 minutes or a pre-determined time. (This determined at the Board meeting and noticed in the agenda.)
 - d. The president announces that spoiled ballots may be traded at the sign-in tables.
 - e. The meeting may be recessed for a short time while voting is conducted.
 - f. The president announces the voting is closed.
10. Counting Ballots
- a. The committee meets to review any authorization letters. They may interview the person bring the letter, if necessary. If accepted, a ballot is given to the authorized person to vote, and then deposited in a ballot box with other uncounted ballots.
 - b. Only the committee members count the ballots. They are the only ones allowed to sit at the table. Others may watch but cannot be within arm's reach or disruptive.
 - c. At least 3 of the 5 vote tallies for all the candidates must match.
 - d. Give a written report of election results to the president, including number of total ballots, number of signatures, number of ballots used, and number of unused ballots. The names of the corporations and/or non-profits that presented letters of authorization are also given, along with whether they were accepted or not. The chair signs the report.
11. Announcement
- a. The president announces the results of the election, including all the information in the written report.
 - b. Any member can request a discussion of the election during the meeting.
 - c. The "vote may be challenged after the meeting ends, but within seven (7) calendar days in writing to the NECC President or designee." (By-laws)
12. After the Meeting
- a. The President takes home all election materials – ballots, tallies, letters of authorization, etc.
 - b. If challenges to the election are received, the Board is notified ASAP and the challenges are discussed at the next Board meeting.