

Elections Procedures

(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)

A. Policy Statement

Elections for the member-elected WMCA Executive Committee shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.

1. Definitions

- a. **General Election:** Annual election to fill vacant positions of the WMCA Executive Committee occurring from the expiration of office terms; regularly scheduled for February of the initiating term year.
- b. **Special Election:** An election called to fill a position which has become vacant between general elections.

B. Nomination Procedures

1. The Elections Officer shall confirm the positions open for election with the President.
2. The Elections Officer shall place a Call for Candidates, including requirements for the Candidate Packet (see Exhibit B to the Membership Committee Description), in the October, November and December editions of the WMCA Newsletter for the general election; and the next available edition of the WMCA Newsletter for special elections. The Elections Officer will also work with the Webmaster to notify the membership of the Call for Candidates.
3. Complete Candidate Packets must be received by the Elections Officer by December 31st for general elections; and by a day specified prior to the opening of special elections.
4. In the event that there are open positions for election for which no candidate has filed by the deadlines stated above in (B)(3), the Elections Officer shall immediately notify the President. The President shall appoint an ad hoc Nominations Committee pursuant to Article V, Section 2 of the WMCA By-laws.
5. The Elections Officer shall prepare a slate of candidates, and forward the candidate packets received to the Elections Auditor to ensure a “check and balance” approach to the Elections process.
6. After review by the Elections Auditor, the Elections Officer will submit the slate of proposed candidates for the general election to the Membership Committee Chair who will provide the list and candidate packets to the Executive Committee at its January meeting. For a special election, the candidate packets will be distributed to the Executive Committee via e-mail once the Call for Candidates has closed. Only those candidates who meet the requirements of Article V, Section 4 of the WMCA Bylaws, shall be submitted.

C. Election Administration Procedures

1. The Elections Officer obtains a list of active members in good standing as of the date of the general election or the special election from the Treasurer. The Elections Officer also obtains a list of active members shown in the WMCA website from the Webmaster.
2. The Elections Officer then compares the lists from the Treasurer and the Webmaster to insure both are the same. (Only "Active" members are allowed to vote.) Active Members will need to know their Member ID from the WMCA website in order to vote so the audit of the Treasurer list and Website list is important.
3. The Elections Officer prepares electronic voting software to include:

- a. **Candidate Statements and Photos:** The Elections Officer will format each submitted statement and photo in the electronic voting software. Candidates will be listed in alphabetical order per each office being sought to avoid an appearance of favoritism.
- b. **Electronic Voting Instructions:** Shall contain at least the following:

If you are an active member of the Washington Municipals Clerks Association, you are eligible to participate in elections.

To vote, complete the electronic ballot by checking the candidate of your choice, or writing in the name of a candidate in the field provided. When finished, click on the certification button and read the certification that states, "I certify that I am an active member in good standing of the Washington Municipal Clerks Association, and am eligible to vote in the current election."

Enter your name, city, email address and date in the certification fields, and click on the "Submit My Vote" button.

4. By the Friday before the first business day in February for general elections, and a date agreed upon by the Executive Committee for special elections, the Elections Officer will email ballot information, voting instructions, and the link to the electronic voting software (online) to each active member in good standing from the list provided by the Treasurer (see Section (C)(1) above), via the Webmaster. The email shall contain the words "WMCA Ballot Information - Time Sensitive" in the subject line of the email. The ballot information shall contain only the items listed above in Section (C)(4).
5. Members receiving ballot information emails will access the ballot through the electronic voting software and mark their ballots electronically.
6. Voting must be completed no later than 4:00 pm the third Friday in February for general elections, and no later than 4:00 pm at the conclusion of three weeks from the opening of special elections. At that time the electronic voting mechanism will be disabled. Each member is allowed one vote; duplicate voting will disqualify the member from voting. If electronic voting is not possible, paper ballots will be available by requesting same in writing to the Elections Officer.

- 7.** Write-in candidates will be allowed. Should a write-in candidate be elected a written letter of support and photo will be required within two weeks of certification of the election results. If a letter of support is not presented, or if the candidate declines the office, the candidate garnering the next highest amount of votes shall be declared elected. In the event of a tie-vote, the winner shall be chosen by lot according to a procedure determined by the Executive Committee.
- 8.** On the next business day following the close of the election, the Elections Officer will run the required report from the electronic voting software to create the list of members who voted and to tally the votes.
- 9.** The Elections Officer will give the results of the election to the Elections Auditor will provide an independent review of the process and results of the election. The Elections Auditor will also provide a written summary of the election results to the Executive Committee, the Elections Officer and the Membership Committee Chair.
- 10.** Following written review and approval by the Elections Auditor, the Elections Officer shall arrange for the election results to be published on the WMCA website or another WMCA general publication distributed or accessible to all members.
- 11.** The President shall inform each candidate of the results of the election. If a write-in candidate is elected to any position and indicates a willingness to serve, the Elections Officer shall notify the candidate of the requirements for a letter of support from that individual's mayor, city manager, city/county administrator or CEO within two weeks of the election results. If such a letter is not provided as required, the board or officer position shall be declared vacant by the Elections Officer and filled pursuant to Article IV, Section 6.A.
- 12.** Any concerns about the electoral process should be referred to the President for consideration by the Executive Committee and possible referral to the Membership Committee the following year.
- 13.** For general elections, the President will announce the election results to the general membership at the annual meeting in March, and the Elections Officer will arrange for the election results to be published in the April edition of the Executive Committee Monthly Report. For special elections, the President will announce the election results to the general membership via email as soon as available; and the Elections Officer will arrange for the election results to be published in the Executive Committee Monthly Report edition immediately following the announcement by the President.

Election Timeline

<u>Action</u>	<u>General Election</u>	<u>Special Election</u>
Call for Candidates – publication in the WMCA Newsletter	October, November, December editions	Ensuing edition
Candidate Packet Deadline	December 31 st	A date determined prior to election opening date
Slate of Candidates and Candidate Packets to Executive Committee (<i>via Membership Committee Chairperson</i>)	January Executive Committee Meeting	Emailed after Call for Candidates closure date
Election Officer Confirms Eligible Voters	Active Members in Good Standing as of the date of the election	
Elections Officer Prepares Electronic Voting Software	Prior to the opening of the election	
Elections Open	Friday before the first business day in February	Date agreed upon by Executive Committee
Elections Close	4pm - third Friday in February	4 pm at the conclusion of three weeks from the election opening date
Elections Officer Tallies the Votes	The next business day following the close of election	
Elections Auditor reviews and reports on election results to Executive Committee, Elections Officer and Membership Committee Chair	After results are received from Elections Officer	
President announces results	Annual Conference in March	Via email as soon as results are available
Election Officer arranges to publish results in the WMCA Newsletter	April edition	Ensuing edition following Presidential announcement

Candidate Packets

(As required by the WMCA Bylaws, Article V – Elections to and Nominations for Office)

- A.** Candidate Packets must be received by the Elections Officer by December 31 for annual elections, and the day prior to the opening of elections to fill a vacancy; and **must** include the four following pieces of information:
- 1. Declaration of Candidacy:** This is a signed, written document containing the following:

“I declare myself as a candidate for the office of _____. I declare that I am an active WMCA member in good standing. I request that my name be printed on the official ballot for election. Attached is a letter of support from my (mayor, city manager, city/county administrator or CEO), with a photo and candidate statement which I authorize for use in the election process.”
 - 2. Candidate Statement:** This statement must be no more than 200 words in length, including the candidate’s name, title, place of employment and a statement of why election to office is sought and must be submitted with the Candidate Packet. All words of more than one letter, all groups of numbers, and abbreviations or acronyms will be counted as one word.
 - 3. Photo:** A (2” x 2”) black and white or color digital photo of the candidate must be submitted with the Candidate Packet. Photos will be forwarded to the Elections Officer for use in the electronic voting mechanism and to the President-Elect to forward to the Board member responsible for the April edition of the Executive Committee Monthly Report to introduce the new Executive Committee.
 - 4. Letter of Support:** A letter addressed to WMCA and signed by the candidate’s mayor, city manager, city/county administrator or CEO supporting the candidacy, and the candidate’s increased involvement in WMCA, must be submitted with the Candidate Packet.
- B.** With the exception of the Declaration of Candidacy and Letter of Support, the candidate may submit this material to the Elections Officer electronically or by hard copy.