



**PROCEDURE FOR FILLING VACANT BOARD SEAT(S)
OCTOBER 20, 2008**

Doors will open at 6:30.

Attendees will sign-in at one of the appropriate tables:

- 1. Members Eligible to Vote-** A hard copy list of those members who are eligible to vote will be generated. The list will be arranged alphabetically by last name. There will be three tables divided alphabetically by last names beginning with A through Gie, Gil through Mo and Mu through Z. Members will be asked to sign next to their name on the list. Table attendees will stamp their right hand if voting as a resident. When voting as the delegate of an organization, the delegate will be stamped on the left hand. A person who is able to vote as a resident and also vote as a delegate for one organization will receive a stamp on both the right and left hand. A voting member will then receive a ballot (s), be supplied with an ink pen and will enter the meeting area. If a voter makes a mistake on their ballot they are permitted to return to the table where they signed in, return their damaged ballot, and receive a new one.
- 2. Members Who are Not Eligible to Vote:** Two separate tables will be set up, divided alphabetically by last names beginning with A through Kos and Kow through Z, for members to sign in who are not eligible to vote. If there is a question of eligibility, it will be addressed at this table. In the case where attendance is the question, the member will be asked to sign an affidavit stating that they have attended at least one general membership meeting between June 08 and September 08. Their right hand will be stamped. They will then receive a ballot and will enter the meeting area. If payment of dues is contested, proof of payment is required. Proof of payment will be a membership card. Our records of payment will stand unless proven otherwise.
- 3. Attendees Who are Not Members:** An additional table will be available for attendees to sign-in to show their attendance. They will simply give their signature and contact information (optional). They can also join as members at this time if they choose. They are not eligible to vote. They will not receive a ballot. They will be able to enter the meeting area.

Voting will begin at 7:15 p.m.

- The Chair will announce, "The election is open."
- The closed Ballot Box will then be placed in a centralized location in the meeting room.
- The Ballot Box will be monitored by two CNNC Board members.
- Voters may place only one ballot in the box if they are voting as an individual and only two in the box if they are voting as both one individual and one delegate to a co-operating organization member.
- Voters must display their stamped hand (s) before placing their ballot (s) into the ballot box.

Voting will cease at 7:45 p.m.

- The Chair will ask, "Have all voted who wish to do so?"
- If there is no response the Chair will say, "If no one else wishes to vote...[pause] the polls are closed."

At this time four tellers (counters of the votes), who are members of the Board, will exit to a designated secured area to count the ballots while the meeting proceeds with other business.



- Once all ballots have been counted, the chairperson of the tellers reads the tellers’ report to the chair and hands it to the chair without declaring the results. The report should follow this form:

TELLER’S REPORT:

Number of votes cast.....
 Necessary for election (majority of votes cast).....
 Candidate A received (insert actual names).....
 Candidate B received.....
 Candidate C received.....
 Illegal Votes.....

- The tellers’ report is entered in full in the minutes, becoming a part of the official records of the organization.

There are three causes for a ballot to be considered illegal and therefore disqualified:

- More than two names are checked
- A candidate is written in
- Illegible (scratch outs will be considered illegible)

Article 6, Section 6 of the CNNC Bylaws stipulates that “Vacancies in the Board of Directors caused by any reason, including a removal of a Director, shall be filled by a *majority vote* of the members in good standing at a regularly scheduled meeting. Each person so elected shall be a Director until a successor is elected at the next annual meeting.” The process to obtain a majority vote is as follows:

- Every ballot with a vote cast for one or more candidates is counted as one vote cast, and a candidate must receive a majority of the total of such votes to be elected.
- If more than the prescribed number receive a majority vote, the vacant Board seat(s) are filled by the proper number receiving the largest number of votes.
- If less than the proper number receive a majority vote, those who do have a majority vote are elected, and all other candidates remain on the ballot for the necessary repeated balloting. The nominee receiving the lowest number of votes is never removed from the next ballot unless he/she withdraws—which he/she is not obligated to do.
- Balloting shall be repeated as many times as necessary to obtain a majority vote for each vacant Board seat.

The Chair will announce at the meeting the winning candidates when it is determined.