

**Title:** Nominations & Elections Policy

**Adopted (WDB):** 01/12/2015

**Adopted (Committee):** 10/14/2015

## Nominations & Elections Policy

### I. General Information

Through the Governance Committee Charter, the Governance Committee (Committee) is charged with, among other matters, coordinating and supervising the annual nomination and election of officers of the Bergen County Workforce Development Board (Bergen WDB; Board).

Governance Committee Members (Committee Members) may be nominees for elected office without resigning from the Committee, including incumbents. If Committee Members are themselves considered, they shall excuse themselves while their nomination is discussed and recuse themselves from a vote on the nominee(s) for that position. In the absence of the Governance Committee Chairperson, the Committee Members present shall elect one of the Committee Members to chair the meeting.

This document shall set forth, in one place, the relevant sections of the Bergen WDB Bylaws (Bylaws), the policy set by the Committee for nominations and elections, and procedures for implementing this policy. All Bergen WDB Members (Board Members) will be bound by the policy and procedures set forth in this document.

Pursuant to Section 6:2 of the Bylaws, the Officers shall be elected by the Board Members at the second regular meeting (Election Meeting) of each calendar year. In no event shall the date change unless the Bylaws permit. All terms shall commence on July 1 next succeeding the election.

Election for Officers are held every year as follows:

- Chairperson and Vice-Chairperson in an even election year.
- Secretary and Treasurer (or a Secretary-Treasurer) in an odd election year.
- Other officers may be elected pursuant to Section 6:1 of the Bylaws.

### II. Nominations

#### Call for Nominations

The Committee shall, as soon as possible after January 1, provide an Election Notice (Notice) and open the Call for Nominations by Petition to the Board Members for the offices to be filled in the forthcoming election (sample attached hereto as "Appendix A"). The Notice must indicate offices to be filled, and should state the date, time, and place of the election. With this notice, shall be attached the Petition Packet (Packet) that states the requirements, forms, job descriptions, and election timeline (sample attached hereto as "Appendix B"). The Packet shall also be available online on the Bergen WDB website and available through the Bergen WDB office.

#### Making Nominations

Board Members may be nominated, or self-nominate, by a petition to be placed on the ballot by successfully completing the petition process. Nominations by petition shall be the exclusive method of nomination. There

will be no nominations from the floor and ballot write-in candidate names will not be accepted. Board Members may obtain list of Board Members, including member addresses, and phone numbers from the Bergen WDB office. At least 14 calendar days must be allowed for the petition process to give Board Members a reasonable opportunity to nominate the nominees of their choice. No person may be a nominee for more than one position in an election.

At a minimum, Petitioners must submit the following:

- Petition of Support signed by a minimum of two (2) Board Members other than the nominee
- Petition Forms (Nominee Application, Questionnaire, Code of Conduct, Conflict of Interest, etc.)
- Nominee Photo
- Nominee Resumes, Biography, or CV

This information will be used for the nominee profiles which will be distributed to the Board Members and published on the Bergen WDB website. All profiles will be published, as submitted.

### **Close of Nominations**

All nominees who meet the requirements and return the required documentation set forth in the Packet to the Bergen WDB office by March 15 (or if March 15 falls on a holiday or weekend, the next business day) will be automatically placed on the ballot. Petitioners submitting late and/or incomplete Packets shall forfeit the nominee's eligibility for placement on the ballot.

### **Nominee Withdrawal**

Any nominee wishing to withdraw must do so in writing to the Committee, prior to March 20.

### **Nomination Verification**

The Committee shall meet to review all Petition Packets for completeness and confirm the eligibility of all nominees. Once the Committee confirms a nominee's eligibility, intention to run and willingness to serve if elected, the nominee is considered an "official candidate" and placed on the ballot. The Committee will inform the petitioner whether the petition was accepted or declined.

### **Nomination Report**

The Board Members shall be notified, via e-mail and posting to the Bergen WDB website, of the official ballot of eligible candidates by a written report of the Committee (Report) no later than April 1 (or if April 1 falls on a holiday or weekend, the prior business day). The Report (sample attached hereto as "Appendix C") shall contain the qualification and biographical data for each candidate, in a form approved by the Committee, and a sample ballot. The Committee will also identify and explain the circumstances of any candidate applicant who has been found not qualified or has otherwise not met the requirements to be a candidate.

### **Failure to Nominate**

In the event a vacancy happens or exists in the nomination for any office to be voted for by reason of death, withdrawal of a candidate(s), failure to nominate, or other cause, prior to April 1, the Committee shall re-open nominations, only for that office, in an attempt to fill the vacancy in the nomination prior to April 1. The extended nominations period shall be determined by the Committee.

If the Board Members succeed in filling the vacancy in the nomination prior to April 1, and the Report has already been issued, the Committee will revise their report and restate the ballot to inform the Board Members of new or withdrawn candidates.

If the Board Members fail in filling the vacancy in a nomination for office prior to April 1, the Committee shall further extend the nominations period, and call a Special Election Meeting to be held no later than June 30, using these same nominating and election procedures.

### **Meet-the-Candidates**

Each year, the Committee shall assess the need for a Meet-the-Candidates Forum (Candidates' Forum). If the Committee determines the need for a Candidates' Forum, it shall be held as an informal event, prior to the start of the absentee mail-in balloting period. No discussion or action on Board business shall take place during the Candidate Forum. The Candidate Forum date, time, location, format, and rules shall be determined by the Committee and announced with the Election Notice.

## **III. Balloting and Voting**

### **Ballot Format and Recorded Vote**

New Jersey statute N.J.S.A. 10:4-14 (NJ Open Public Meetings Act) requires that the public be able to ascertain how each board member voted and the minutes of the meeting must reflect such votes. Recorded votes shall be conducted in public, by a single, signed ballot (all offices and candidates on one (1) ballot). The record of each member's vote is subsequently read aloud and recorded into the minutes of the meeting. Each office on a multi-part ballot is counted as a separate ballot. Therefore, the legitimacy and number of votes cast must be tallied independently for each office.

The official ballot is prepared by WDB staff and approved by the Committee. The ballot shall not be amended on or after April 1. If the name of a deceased, withdrawn, or ineligible candidate appears on the ballot, any votes cast for that candidate shall not be counted or recorded for any purpose. The order of the candidates' names for all positions on the ballot shall be in alphabetical order by last name.

The ballot shall be headed "Official Ballot", followed by the date of the election, and instructions. The specific ballot format shall follow the requirements set forth in "Appendix D", attached hereto. Combination ballots are acceptable.

### **Absentee Voting**

Each Board Member may only vote once. Any Board Member who is unable to attend the Election Meeting may vote by absentee ballot or by alternate/proxy designation pursuant to Section 5:8 of the Bylaws, but not both. Proxies and absentee votes are revocable at the pleasure of the Board Member prior to the start of the election. Pursuant to Section 7:5 of the Bylaws, alternates and proxies count towards quorum requirements. Any ballots not submitted in accordance with proper procedure shall be ineligible and not counted.

### **Voting by Mail**

Board Members may request an absentee ballot from the Bergen WDB office beginning April 1. To ensure the integrity and validity of absentee ballots, the Double Envelope System (instructions attached hereto as "Appendix E") shall be used. Instructions for completing the absentee ballot are included with the ballot. Ballots used by absentee voters and those voting at the Election Meeting shall be identical. Absentee ballots must be received by the Bergen WDB office no later than the close of business on the last business day before the Election Meeting.

As the absentee ballots come in, designated WDB staff shall be responsible for keeping them secure and making the determination whether the outside mailer has been properly or improperly executed. Improperly executed ballots shall be kept, but segregated, marked "Rejected", followed by a statement of the reasons for the rejection on the outside mailer (for example, "Rejected because not received on time"). The Committee shall review said mailers prior to the election and make a decision whether to ratify or reverse the decision.

Reversed ballots shall be properly placed with the other mail ballots and the notation shall be obliterated. Reasons for rejection include ballots that are:

- Received after the deadline.
- Received with improper certification on the outside mailer.
- Contain names which cannot be reasonably correlated with the list of eligible voters.

All absentee ballot envelopes shall be endorsed with the date, time of receipt, and signature of the recipient. Absentee votes shall be recorded on an official voter checklist by marking "A" next to the voter's name. The official voter checklist and all unopened absentee ballots shall be delivered at the Election Meeting. Absentee ballots count toward the quorum requirements only for the vote cast by the ballot

### **Voting by Proxy**

An alternate/proxy must be submitted in writing before the start of the election. An alternate/proxy form can be obtained through the Bergen WDB office. No Board Member may exercise more than one proxy. Any irregularities in a proxy designation shall cause the proxy not to be exercised.

### **Majority Vote Rule**

The Officers of the WDB shall have the confidence and support of its members. To be elected, a candidate must receive a majority of votes cast (MOVC; majority), excluding blanks or abstentions. In compliance with *Robert's Rules of Order Newly Revised 11th Edition (RONR)* a majority vote means more than one-half, not fifty-one percent, and not fifty percent plus one. For example:

- If 19 votes are cast, a majority (more than 9.5) is 10.
- If 20 votes are cast, a majority (more than 10) is 11.
- If 21 votes are cast, a majority (more than 10.5) is 11.

### **Uncontested Election (Unopposed)**

In an Uncontested Election, a candidate shall receive at least the MOVC to be eligible to hold, or continue to hold, an elected office. If, in an Uncontested Election, the candidate does not receive a majority, the election will be considered a vote of "no confidence". Any incumbent candidate in an Uncontested Election receiving a vote of "no confidence" shall promptly tender his/her resignation following the vote, and a new election cycle shall begin. The Committee shall re-open nominations only for that office, and call a Special Election Meeting to be held no later than June 30, using these same nominating and election procedures. The nominations period shall be determined by the Committee.

### **Contested Election (Only Two Candidates)**

In a Contested Election where there are no more than two (2) candidates for one office and none receive a MOVC, balloting is repeated until a candidate receives the MOVC.

Between rounds of balloting, and only when a deadlock is determined to exist, Board Members may make a motion requiring a majority to be adopted, to help resolve the deadlock. For instance, the Board Members may vote to:

- Delay voting by recess or hold an adjourned meeting in an attempt to secure more voting members.
- Adjourn the meeting, and start a new election cycle by re-opening nominations for the office in order to secure a candidate on whom the majority can agree. In which case, the Committee shall re-open nominations, only for that office, and call a Special Election Meeting to be held no later than June 30, using these same nominating and election procedures. The nominations period shall be determined by the Committee.

- Make other motions not in conflict with the current Bylaws and all charters, policies, procedures, rules or directives established or authorized by the Board.

### **Contested Election (More than Two Candidates)**

In a Contested Election where there are more than two (2) candidates for one office, a Preference Ballot (where voters rank their candidates) and Instant-Runoff Voting (IRV), a ranked choice voting system (“preferential voting” in RONR), shall be used in accordance to the rules set forth in “Appendix G”, attached hereto.

### **Candidate Withdrawal**

A candidate can withdraw at any time between rounds of balloting. At any time a candidate withdraws during an election causing no candidate available, a new election cycle shall begin. The Committee shall re-open nominations, only for that office, and call a Special Election Meeting to be held no later than June 30, using these same nominating and election procedures. The nominations period shall be determined by the Committee.

## **IV. Conduct of Elections and Notification Procedures**

### **Tellers Committee**

Prior to the Election Meeting, the Committee will appoint three (3) disinterested Members to a Tellers’ Committee (Tellers) to oversee ballots cast, tally the votes, and report the vote – (1) Committee Member, (1) WDB Staff Member, and (1) Board Member. The Committee Member shall be the Chairperson (Teller One). The Tellers should be trained in the correct procedure for counting the ballots prior to the Election Meeting.

### **Ballot Distribution, Voting, and Ballot Collection**

Prior to distribution of the ballots, the Tellers shall clearly instruct the Board Members how to mark the ballots. After instructions have been given, ballots are first distributed and are afterwards collected by the Tellers. To see that no Member votes twice, the name of each Member is checked on the official voter checklist as each folded ballot is collected. If the Member’s name has already been checked off on the list as having voted in-person or mail-in, the ballot shall be marked “Rejected”, followed by a statement of the reason for the rejection (for example, “Rejected – Elector already voted in-person”). Rejected ballots are kept separate and cannot be counted.

The Presiding Officer declares the polls open. The election shall proceed to voting. Board Members shall remain in their seats during voting.

The Presiding Officer declares the polls closed after asking the Board Members if everyone has voted, whereupon the Tellers proceed to collect and count the ballots. Polls cannot be reopened once declared closed. The Board may take a recess or conduct other business during the counting of the ballots.

### **Tabulation of Votes**

The Tellers will tabulate the votes in accordance with “Appendix F”, attached hereto. The tabulation of votes must occur in full presence of the Election Meeting. Any candidate may observe or designate a single person to observe the counting of the ballots. Observing shall not include obtaining a tally of votes cast before the final vote is announced to the Board Members. Depending on space limitations, and the need to maintain order, observers may be asked to rotate. After the results are announced, the Tellers place the ballots and tally sheets in custody of the Secretary, and the Tellers’ Report is entered in full into the minutes.

**V. Failure to Elect**

In the event the Board Members fail to elect an officer to a vacant seat by June 30, the office shall be declared vacant, and such vacancy shall be filled pursuant to Section 6:7 of the Bylaws.

**VI. Post-Election**

**Post-Election Analysis**

Within two (2) months after the Election Meeting, the Committee will conduct a review of all facets of the election, and will present to the Board any recommended modification(s) to the Nominations and Elections Policy.

**Challenges**

A recount of election results may be requested only by the candidate involved in the recount and must be in writing to the Bergen WDB Chairperson no later than the close of business two (2) business days after the Election Meeting. If such recount is called for, the Tellers' Committee shall reconvene within two (2) business days to recount all ballots in the witness of each other. Observers are permitted to observe, but not participate in, a petition recount. Observers are designated by the petitioner. In the case of an approved recount, the results of the recount shall be the final result and no further count shall be undertaken.

**Election Materials Storage**

The original ballots and tally reports shall be placed in a sealed envelope; and the envelope shall be placed in the permanent files of Bergen WDB.

**Public Announcement**

Within two (2) business days after the election, WDB staff sends notice to the Board Members, via email, notifying them of the results. A press release on the newly elected officers will be distributed and posted on the Bergen WDB website within two weeks of the election.

**VII. Violations of Policies**

Violation of the Nominations and Elections Policy shall subject candidates to possible invalidation of their eligibility as candidates. Authority to withdraw the said candidate rests with the Committee with ratification by the Board.

**VIII. Recommended Timeline for Nominations and Elections**

As soon as possible after January 01	Notice of Election is distributed to the Board Members and the Call for Nominations opens
No later than March 15 (or at least 14 days from opening call)	Call for Nominations closes
March 15	Required nominee documentation due
March 16 through 31	Committee reviews Petition Packets to verify nominee eligibility
March 20	Nominee withdrawal deadline
April 01	Committee Report and Final Candidate List Released
April 01 through April XX	Mail-in absentee balloting period
April XX	Election Meeting (2 <sup>nd</sup> regular meeting)
April XX (2 business days after Election)	Recount/challenge request deadline; Election results public announcement
April XX through June 30	Training period for new Officer(s); Committee review of election policy and procedure

**APPENDIX A**  
**Sample Election Notice**

**20XX NOTICE OF ELECTION**

With this notice, the Bergen County Workforce Development Board (Bergen WDB) is soliciting nominations for the election of Board Officer(s).

**Available Positions**

- Officer Title 1 (Term July 1, 20XX to June 30, 20XX)
- Officer Title 2 (Term July 1, 20XX to June 30, 20XX)

**Election Date**

**When:** April DD, 20XX at HH:MM AM EST

**Where:** [MEETING LOCATION]

**Nominating and Election Procedures**

Nominations of the candidates shall be exclusively made by Official Petition pursuant to the Bergen WDB Nominations and Election Policy, and as outlined in the Petition Packet, attached hereto. No nominations will be taken from the floor and ballot write-ins will not be accepted. All qualified petitioners who successfully complete the petition process will have their nominee placed on the ballot. Complete details on the officer qualifications, required documentation, procedures, and deadlines can be found in the Petition Packet.

**Petition Packets must be fully completed and received by the Bergen WDB office no later than [MONTH DD], 20XX, 4:00 PM**

If you have any questions, or wish to obtain a Petition Packet, please contact [NAME] at (201) 343-8830 or [EMAIL].

**Election Schedule**

Month DD, 20XX	Notice of Election Released; Call for Nominations by Petition Opens
March DD, 20XX	Call for Nominations Closes
March 15, 20XX	Completed Petition Packets Due by 4:00 PM
March 20, 20XX	Nominee Withdrawal Deadline
April 01, 20XX	Committee Report; Final Candidate List Released
April 01, 20XX	Absentee Balloting Opens (contact the WDB Office for absentee ballot)
April DD, 20XX	Absentee Balloting Closes (ballots must be received by 4:00 PM)
April DD, 20XX	2nd Regular Meeting and Election

**APPENDIX B**  
**Sample Petition Packet**

**Bergen County Workforce Development Board**

**20XX Board of Directors**  
**Election Nomination Package**

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Accepting Nominations [Month DD] – [Month DD]

**OPEN SEATS**

[Officer Title 1 (Term July 1, 20XX to June 30, 20XX)]

[Officer Title 2 (Term July 1, 20XX to June 30, 20XX)]

## **WELCOME**

Every year, the members of the Bergen County Workforce Development Board are given the opportunity to vote for Board Officers. Each Officer is elected to serve a two (2) year term. Serving as an Officer of the Bergen WDB is an honor and a privilege. As someone considers his/her interest and ability to serve in this capacity, it is essential that they are familiar with the responsibilities and expectations for their position of interest. Being a Board Officer involves not only participation in the quarterly Board meetings and monthly Executive Committee meetings, it represents an opportunity to define the vision and provide the direction for the Bergen WDB.

### **The Bergen WDB is seeking nominations for the following positions:**

- Officer Title 1 (Term July 1, 20XX to June 30, 20XX)
- Officer Title 2 (Term July 1, 20XX to June 30, 20XX)

To be considered for a Board Officer elective position, apply using the petition process described herein. All documentation provided in this packet must be completed and deadlines met to be eligible for consideration. **NOMINATIONS WILL NOT BE ALLOWED FROM THE FLOOR AND WRITE-INS WILL NOT BE ACCEPTED.**

### **Voting will be conducted by signed ballot at the second regular meeting on [Weekday], [April DD], 20XX.**

The Governance Committee will review all submittals for completeness, accuracy, and eligibility. All eligible nominees will be added to the election ballot.

### **Nomination Packet submission checklist:**

- Application to Stand for Elective Office
- Petition of Support signed by a minimum of two (2) Bergen WDB Board Members other than the nominee
- Signed Conflict of Interest and Code of Conduct Attestation
- Signed Conflict of Interest Disclosure Form
- Signed Code of Ethics Form
- Headshot of the nominee (color preferred; suitable for printing)
- Nominee Resume, Biography, or CV

Please make sure your name is on any additional sheets provided as part of your completed nomination packet. We encourage nominees to ensure the accuracy and completeness of their nomination packet, as responses will be published as written. All materials become property of the Bergen WDB and will not be returned.

Sincerely,

Bergen WDB Governance Committee

**All Nomination Packets must be received by the Bergen WDB no later than  
4:00 PM on [Month DD], 20XX – No Exceptions**

Bergen County Workforce Development Board  
Attn: [NAME], 60 State Street, Room 200, Hackensack, NJ 07601  
T: (201) 343-8830 | F: (201) 996-6975 | Email: [EMAIL]

## **OFFICER JOB DESCRIPTIONS & EXPECTATIONS**

### **Primary Expectations**

- Attend all regular quarterly and special meetings of the Board when notified, unless prevented by circumstances beyond control. Failure to attend two (2) meetings in a calendar year may lead to dismissal.
- Attend all monthly Executive Committee meetings when notified, unless prevented by circumstances beyond my control.
- Participate to the best of ability in determination of policy and other matters coming before the Board, give full attention to problems of the Bergen WDB, and vote on all issues submitted or proposed for Board action.
- Disclose any conflict of interest to the Board and refrain from voting on issues related to such conflict.
- Continually seek to learn more about the Bergen WDB organization, its roles and responsibilities, and about individual responsibilities as a Board member.

### **Job Descriptions**

#### **Chairperson**

The Chairperson shall preside at each meeting of the Members, in general supervise all business affairs of the Bergen WDB, and perform such other duties as may from time to time be assigned to him/her by the Members. The Chairperson shall be selected from among the Members who are representatives of the private sector.

#### **Vice Chairperson**

The Vice Chairperson shall perform all the duties of the Chairperson in the event of the Chairperson's absence, and all other duties as from time to time may be assigned to him/her by the Members or the Chairperson. The position of Vice Chairperson must be held by a private sector representative.

#### **Secretary**

The Secretary (or the Secretary-Treasurer in his/her capacity as Secretary) shall cause the written meeting minutes and records of votes, as well as other official records related to the Bergen WDB's business, to be accurately maintained and accessible.

#### **Treasurer**

The Treasurer (or the Secretary-Treasurer in his/her capacity as Treasurer) shall review the Bergen WDB's financial records, report his/her findings to the Bergen WDB and make such recommendations to the Bergen WDB as he/she deems appropriate.

## **Nominee Biographical Information & Form Instructions**

In addition to the information provided herein, please attach a detailed resume, biography, or CV; AND a photo.

You are solely responsible for the content of your submitted materials (including grammar, spelling and punctuation), and Bergen WDB staff will not proofread, edit or otherwise alter any materials. You may submit revisions to biographical materials until the deadline for submittal.

If you are confirmed as a candidate, the information you submit will be distributed to the Bergen WDB Members, and may be published on the Bergen WDB website or in Bergen WDB publications.

If the nomination materials are submitted as an attachment to an email, include your name and the position for which you are seeking nomination, in the subject field of your email. The Bergen WDB cannot accept your information in the body of an email.

**All Nomination Materials must be received by 4:00 PM on Month DD, 20XX.**

### **Mail or Hand Deliver Application Materials to:**

ATTN: [Name]  
Bergen WDB  
60 State Street, Room 200  
Hackensack, NJ 07601

**Email Application Materials as an Attachment to:** [email address]

**For questions:** Call [Name] at (201) 343-8830 or email to [email address]

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## APPLICATION TO STAND FOR ELECTIVE OFFICE

**APPLYING FOR (check only one):**

- Chairperson       Vice Chairperson       Secretary       Treasurer

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Company/Title:** \_\_\_\_\_

**How long have you been a member of the WDB:** \_\_\_\_\_

**Areas of Expertise/Special Skills (check all that apply):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Board Leadership                    | <input type="checkbox"/> Information Technology     | <input type="checkbox"/> Conflict Resolution    |
| <input type="checkbox"/> Entrepreneurship                    | <input type="checkbox"/> Legal                      | <input type="checkbox"/> Grant Writing          |
| <input type="checkbox"/> Administration/Business Management  | <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Public Policy/Advocacy |
| <input type="checkbox"/> Finance/Accounting                  | <input type="checkbox"/> Writing & Journalism       | <input type="checkbox"/> Contacts/Networking    |
| <input type="checkbox"/> Strategic Planning                  | <input type="checkbox"/> Personnel/Human Resources  |   |
| <input type="checkbox"/> Legislative/Regulatory Environments | <input type="checkbox"/> Fundraising/Development    |   |
|  | <input type="checkbox"/> Academic                   |   |

**Professional Background (check all that apply):**

- For-Profit Business       Government       Non-Profit Organization

**Professional Affiliations:**

**Additional information that may be helpful in ascertaining qualifications to serve:**

**Briefly discuss your reasons for wanting to be an Officer of the Bergen WDB?**

**Personal Statement/Experience/Objectives most relevant to the Bergen WDB:** (Please limit statements to 250 words or less. For ease of submission, a separate sheet may be attached; please include your full name on any additional sheets)

My signature below: (1) authorizes Bergen WDB to publish my photograph and biographical information on the website and other publications as needed; (2) attests to my understanding of the all information provided herein; (3) indicates my acceptance of, and willingness to perform to the best of my ability, all duties and responsibilities of the position sought, if elected; (4) and certifies that all information provided by me is accurate and complete.

**Nominee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PETITION OF SUPPORT**

We, the undersigned, certify that we are eligible voting members of the Bergen County Workforce Development Board and request that [Petitioning Member] be listed on the ballot for the 20XX Annual Election.

Two (2) signatures are needed.

**Name:**

**Signature:**

**Date:**

**Name:**

**Signature:**

**Date:**

**[Insert Code of Conduct/Conflict of Interest Policies and Forms Here]**

**FOR OFFICE USE ONLY**  
**Completed Petition for Election Packet**

**Received by:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Attach this form to outside of Petition Packet Return Envelope*

**APPENDIX C**  
**Sample Committee Report**

**Report of the Governance Committee**

We are pleased to present the Report of the Governance Committee for the 20XX Election of Officers. The Governance Committee met on [DATE] to review all Nomination Packet submittals for the election of Officers. On behalf of the Governance Committee, we present the following official candidate list to be placed on the ballot:

Position	Term	Name
Officer Title 1	Term July 1, 20XX to June 30, 20XX	[Name]
Officer Title 2	Term July 1, 20XX to June 30, 20XX	[Name]

Many thanks to all of you who sent in your nominations.

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[Name], Committee Chairperson

[Member Name 1]  
[Member Name 2]  
[Member Name 3]  
[Member Name 4]  
[Member Name 5]  
[Member Name 6]

**Governance Committee**

**APPENDIX D  
Sample Ballots**

<p align="center"><b><u>Uncontested Election</u></b></p> <p align="center"><b>Bergen WDB Officer Election - Month DD, 20XX</b></p> <p><b>Instructions to voters:</b> To vote, completely fill in the box next to the candidate of your choice like this: ■</p> <p><b>Officer Title 1</b> Term July 1, 20XX to June 30, 20XX <input type="checkbox"/> [Candidate Name]</p> <p><b>Officer Title 2</b> Term July 1, 20XX to June 30, 20XX <input type="checkbox"/> [Candidate Name]</p> <p>Print Name: _____</p> <p>Signature: _____</p>	<p align="center"><b><u>Contested Election (2 Candidates)</u></b></p> <p align="center"><b>Bergen WDB Officer Election - Month DD, 20XX</b></p> <p><b>Instructions to voters:</b> To vote, completely fill in the box next to the candidate of your choice like this: ■</p> <p>Names are listed in alphabetical order.</p> <p><b>Officer Title 1 (Vote only for One)</b> Term July 1, 20XX to June 30, 20XX <input type="checkbox"/> [Candidate Name A] <input type="checkbox"/> [Candidate Name B]</p> <p><b>Officer Title 2 (Vote only for One)</b> Term July 1, 20XX to June 30, 20XX <input type="checkbox"/> [Candidate Name A] <input type="checkbox"/> [Candidate Name B]</p> <p>Print Name: _____</p> <p>Signature: _____</p>
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**Contested Election (More than 2 Candidates)**

**Bergen WDB Officer Election - Month DD, 20XX**

**Instructions to voters:** Mark a Different Candidate for Each Choice. Your backup choice(s) will not affect your 1<sup>st</sup> choice. Backup choices are only reviewed if an “instant runoff” occurs and your first-choice candidate gets eliminated and is not in the runoff.

**Step 1:** Pick your first choice by filling in the box next to that candidate’s name.

**Step 2:** If you have a second choice, fill in the box next to that candidate’s name. This candidate must be different than your first choice.

**Step 3:** Continue this process to pick your remaining choices, if you have any. Remember that you cannot rank the same candidate more than once.

To vote, completely fill in the box next to the candidate of your choice like this: ■

<b>FOR [OFFICER TITLE]</b>	<b>Mark your 1st choice here ↓</b>	<b>Mark your 2nd choice here ↓</b>	<b>Mark your 3rd choice here ↓</b>
Only one vote per candidate. Only one vote per column.			
Candidate Name A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Name B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Name C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**APPENDIX E**  
**Absentee Ballot Double Envelope System Instructions**

**HOW TO SUBMIT YOUR ABSENTEE BALLOT**

- 1  You will receive 2 envelopes and 1 ballot. One envelope will be labeled "ballot" and the other will be addressed to the WIB.
- 2  Fill out the ballot.
- 3  Fold the ballot in half.
- 4  Place ballot into the "ballot" envelope, seal it, print and sign your name on the front.
- 5  Place the sealed ballot envelope into the WIB addressed envelope and seal.
- 6  Mail or drop off the envelope to the WIB by the deadline.



**APPENDIX F**  
**Tabulation of Votes**

When counting ballots, ballot counters need to keep a few key points in mind:

- Blank votes are treated as scrap paper and don't count at all.
- Illegal votes cast by legal voters count toward the total votes cast, but they don't count for any individual choice or candidate. Illegal votes are
  - Unintelligible ballots
  - Ballots cast for a fictional character
  - Ballots cast for an ineligible candidate
  - Two or more marked ballots folded together (together they count as only one illegal vote)
- If a marked ballot is folded together with a blank ballot, the marked ballot counts as one legal vote, and the blank ballot is considered scrap paper.
- Each question on a multipart ballot is counted as a separate ballot. If a member leaves one part blank, the votes entered on the other questions still count.
- If a member votes for more choices than positions to be elected, the vote is considered illegal.
- If a member votes for fewer choices than positions to be elected, the vote is legal and those votes count.
- Small technical errors, such as spelling mistakes or marking an X when a checkmark is called for, don't make a vote illegal as long as the voter's intent is discernible.
- Votes cast by illegal voters must not be counted at all, not even included in the number of total votes cast. If it's determined that enough illegal votes were cast by illegal voters to affect the result, and these votes can't be identified and removed from the count, then the vote is deemed null and must be retaken.

The record of each members vote is read aloud and recorded on the Tally Sheet.

After the votes are counted and recoded, the lead ballot counter (Teller One) reads aloud to the membership the complete report of the vote counts, without saying who is elected, in the following form:

Total of votes cast.....##

Votes needed to be elected.....##

Candidate A received.....##

Candidate B received.....##

Illegal Votes: (examples below)

One ballot containing two for Candidate A folded together, rejected as fraudulent.....1

Then, Teller One hands the report to the Board Chairperson. The Board Chairperson again reads the report of the tellers and declares who is elected.

**Standard Tellers' Report / Voting Tally Sheet  
(One to Two Candidates for One Position)**

Election for (insert details)

Candidate's name	Count
Candidate A	
Candidate B	
<b>Total Number of legal votes</b>	

In reporting the number of votes cast and the number necessary for election, all votes except blanks must be counted.

<b>Legal votes</b>		▶	<b>Votes needed to be elected*</b>	
<b>Illegal votes</b>				
<b>Total votes cast (Legal + Illegal)</b>				

\*To be elected, a candidate must receive a majority of votes cast. A majority means more than one-half, not fifty-one percent, and not fifty percent plus one.

For example:

- If 19 votes are cast, a majority (more than 9.5) is 10
- If 20 votes are cast, a majority (more then 10) is 11
- If 21 votes are cast, a majority (more than 10.5) is 11

Tallied By: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX G

### Instant Runoff Voting (IRV) Instructions (More than Two Candidates for One Position)

Instant Runoff Voting (IRV) is a ranked ballot, preferential method of voting that results in a winner chosen by a majority of the voters in a SINGLE election - accomplished on one ballot.

#### How IRV Works

The voters mark their candidate choice(s) on the paper ballot in order of preference (1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, etc.). No one has to rank more than one candidate.

#### Count Setup

- Clear a large space for sorting and counting the ballots.
- Place a name card for each candidate, one for “exhausted”, and one for “illegal” on the table to designate the counting piles.
- Unfold and check each ballot to determine if its legitimacy.
  - Put any blank votes (no preference marked; abstentions) aside. They are not involved in the count.
  - Sort the remaining ballots into two piles, legal and illegal. Illegal ballots are considered:
    - Multiple marked ballots folded together (recorded as one illegal vote)
    - Ballots not marked correctly or not signed
    - An unintelligible ballot (spelling, unclear markings)
- Count and place any illegal ballots in the “illegal” pile. Record the number of illegal ballots as the “**Illegal Votes**” on the tally sheet. Illegal ballots are considered:
  - Multiple marked ballots folded together (recorded as one illegal vote)
  - Ballots not marked correctly or not signed
  - An unintelligible ballot (spelling, unclear markings)
- Count the remaining ballots and record that number as the “**Legal Votes**” on the tally sheet.
- On the tally sheet, total the number of illegal and legal ballots and record that number as the “**Total Votes Cast**” on the tally sheet.
- Use the Total Votes Cast to determine the majority vote and record the number on the tally sheet “**Votes Needed to Elect**”. In compliance with Robert’s Rules a majority vote means more than one-half, not fifty-one percent, and not fifty percent plus one. For example:
  - If 19 votes are cast, a majority (more than 9.5) is 10
  - If 20 votes are cast, a majority (more than 10) is 11
  - If 21 votes are cast, a majority (more than 10.5) is 11
- Sort the legal ballots into candidate piles according to voter’s 1st choice.

#### First (Primary) Count:

- Count the number of votes each candidate received and record this on the Tally sheet “**1st Count**”.
- If a candidate receives a majority vote, that candidate wins.
- If no majority winner is achieved, the instant run-off begins.

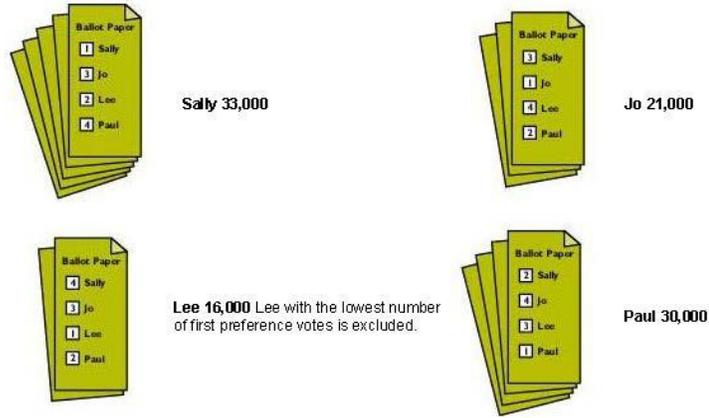
#### Runoff Count(s):

- The candidate with the fewest number of votes is dropped. If there is a tie for last place, both are dropped.
- The dropped candidate(s) votes are redistributed to the remaining candidates based on the next-choice candidate who still remains in the runoff round of counting. If a ballot has all of its remaining choices eliminated or blank, that ballot is “exhausted” and can no longer be counted towards any candidate.
- The votes are recounted. The process continues until two candidates remain. The candidate with the majority of the votes is declared the winner.

**First (Primary) Count**

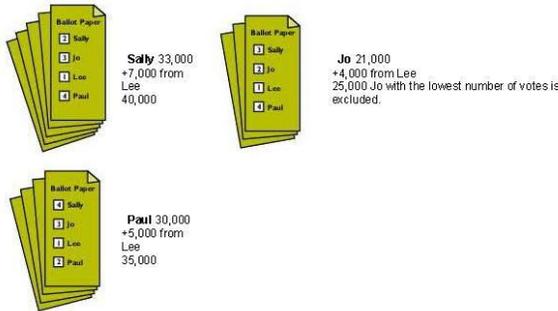
Formal votes received by each candidate are counted according to where the voter placed number "1" for each candidate.

In this example there are 100,000 formal votes. The absolute majority is 50% plus 1, ie 50,001 votes.



**Second Count**

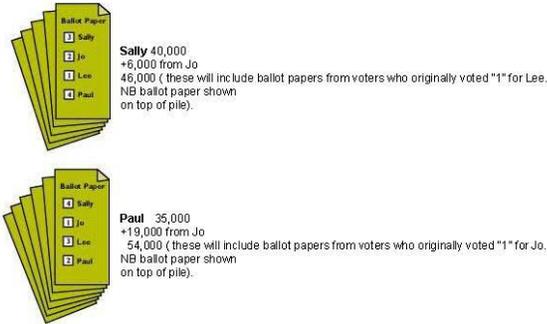
No candidate received an absolute majority, in the first count. So the candidate with the lowest number of first preference votes is excluded. In this case Lee has the lowest number of votes, 16,000. Those votes are distributed to the remaining candidates according to the next available preference. In this case, this is where voters placed their number "2" preference.



**Third count**

Still no candidate has an absolute majority so the counting procedure continues.

Again the candidate with the lowest number of votes is excluded. In this case Jo has the lowest number of votes, 25,000. Those votes are distributed to the remaining candidates according to where voters placed the next available preference for the candidates remaining in the count.



**Result** - Paul is declared elected as he has a majority of votes, 54,000.

**IRV Tellers' Report / Tally Sheet Sample  
(More Than Two Candidates for One Position)**

This tally sheet is suitable for an election with 4 or less candidates. If you have more candidates, you will need to prepare a tally sheet with a row for each candidate. The maximum number of columns needed is always one less than the number of candidates.

**Election for (insert details)**

<b>Candidate's name</b>	<b>1<sup>st</sup> Count</b>	<b>Transferred votes</b>	<b>2nd Count</b>
<b>Candidate A</b>			
<b>Candidate B</b>			
<b>Candidate C</b>			
<b>Exhausted Votes</b>			
<b>Total Number of legal votes</b>			

In reporting the number of votes cast and the number necessary for election, all votes except blanks must be counted.

<b>Legal votes</b>	<input style="width: 50px; height: 30px;" type="text"/>
<b>Illegal votes</b>	<input style="width: 50px; height: 30px;" type="text"/>
<b>Total votes cast (Legal + Illegal)</b>	<input style="width: 50px; height: 30px;" type="text"/>

▶

<b>Votes needed to be elected*</b>	<input style="width: 50px; height: 30px;" type="text"/>
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\*To be elected, a candidate must receive a majority of votes cast. A majority means more than one-half, not fifty-percent, and not fifty percent plus one.

For example:

- If 19 votes are cast, a majority (more than 9.5) is 10
- If 20 votes are cast, a majority (more than 10) is 11
- If 21 votes are cast, a majority (more than 10.5) is 11

Tallied By: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_