

CCPA Election Process

Overview:

The CCPA uses an online voting system, currently EasyVoteOnline.com. Everyone who wishes to vote must request a ballot and everyone is encouraged to request their ballots early. Accommodations can be made for people who have a problem accessing the online voting method.

No voting takes place during the Annual General Membership Meeting. There will be no check-in process and all are welcome to attend the meeting. The meeting will still require a quorum (25 members) attending, and candidate nominations and presentations will take place at the meeting.

Candidate statements and a recording of the Annual General Membership Meeting information will be provided to members on the WOW Hall website. **Voting will begin by the end of business on the day immediately after the Annual General Membership Meeting, and the polls will close at 5p.m. on the following Friday.**

There will be an election official appointed by the Board. The election official will be responsible for ensuring reasonable efforts are made to provide people who are eligible to vote an opportunity to do so within the guidelines described below. All actual ballot handling and vote tabulation is conducted by the third-party service. The election official may delegate responsibility to others in order to fulfill the responsibilities of the position.

The election official is also responsible for ensuring that candidate statements and any request for member statements regarding the Annual General Membership Meeting are properly processed. The election official is empowered to interpret these election rules and make rulings on any disputes related to these rules during the election period beginning when appointed and at least 45 days before the Annual General Membership Meeting and ending after the sitting board certifies the election results.

Election Timeline:

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| ASAP | Begin collection of Ballot Requests (see process below) |
| 30 Days before Annual General Membership Meeting: | Begin posting candidate statements. New candidate statements will be posted as they are received. Begin posting of member statements. |
| Day of the Annual General Membership Meeting: | Generally, on a Sunday. Online Membership Meeting including: <ul style="list-style-type: none">• Nominations, and |

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| | <ul style="list-style-type: none"> • Candidate presentations (length of time allotted for each candidate will be dependent on the number of candidates) |
| Day after the Annual General Membership Meeting: | <i>3rd party service sends out ballots to those who have requested them.</i> |
| Until 5p.m. on Friday after the Annual General Membership Meeting | Voting takes place. |
| At 2p.m. Noon on Friday after the Annual General Membership Meeting | No more ballot requests will be accepted. |
| 5p.m. on Friday after the Annual General Membership Meeting | Polls close. Results will be provided as soon as possible. |
| TBD | NEW board convenes! |

Voter Eligibility:

Any member in good standing by midnight of the day of the Annual General Membership Meeting will be eligible to vote in the 2022 election. Someone will be at the WOW Hall to assist with memberships until the meeting is adjourned. After that, one must go to the website to join or renew before midnight.

Members are encouraged to confirm their status and request their ballots early.

Membership and Donations:

No anonymous or unspecified donations may be used for the purpose of enrolling or renewing memberships to be eligible in the election. In previous elections, there have been donations made by individuals expecting to use those donations as membership fees for other individuals to be named later. This has produced an unseemly appearance of buying votes. The

organization does not, however, wish to suppress charitable individuals assisting genuinely interested parties that may not have the financial means to join or renew their membership.

Any donation intended to be used for membership must be of sufficient amount and must accompany the name of the individual(s) whose membership is to be created or renewed. If the person paying for the membership is neither the individual named, nor part of a family membership which includes the individual in question, then the individual for whom the donation was made must contact the CCPA email or by phone and acknowledge acceptance of the membership within 24 hours, or the donation will be considered a general charitable donation not attached to any membership. Note: Payments made for other specified people's memberships are not tax-deductible.

Ballot Requests:

To request a ballot, members will email [vote \[at\] wowhall \[dot\] org](mailto:vote[at]wowhall[dot]org) with the subject to read: "Ballot Request". Each voting member MUST send their own ballot request.

Member's email ballot request MUST be sent from the email address that will receive the member's ballot. The request email must contain the following information:

- The member's name as it is recorded in the membership records of the CCPA.
- The email address to which their ballot should be sent (this makes it easier for data entry, but it needs to be the same as the email address making the request).
- (optional) The member's phone number. This is not required, but if there is any issue validating the membership, being able to contact the member by phone may help expedite the process.

Once the request for a ballot is received, the membership status will be verified and the member will receive a notice that they have been added to the voter list. *If there is any issue verifying someone's membership status, that person will be contacted to resolve the matter as soon as possible.*

If one absolutely cannot use the online voting process, call the WOW Hall at (541) 687-2746 to request a ballot. If there is no answer, leave a message with your phone number.

Members should be aware that it may be necessary to call them back to assist them with voting, and that call back may come from a phone number other than the WOW Hall.

Candidates:

Current Board of Directors Members whose term is expiring are automatically nominated for reelection if they choose to run. All other candidates must be nominated at the Annual General Membership Meeting. One must be a member for 30 days immediately prior to the Annual General Membership Meeting in order to qualify to run for the Board of Directors.

Members wishing to seek election to the Board of Directors can declare their intent to run no sooner than 45 days before the Annual General Membership Meeting. By declaring one's intent to run for the Board, one will be eligible to have their candidacy listed on the WOW Hall website. The listing will include a small picture, up to 100 words on the web page, and a link to a candidate statement of any length. The candidate statement will only be made available by the CCPA through the wowhall.org website (not sent out on paper), and will be attached to the candidate's listing as a PDF file. While every effort is made to post new and updated statements promptly, it may take up to 48 hours for postings to be made and/or updated.

Member Statements:

The CCPA will not provide membership lists with contact information to members. Instead, the CCPA will facilitate the ability of members to communicate with the membership. Members wishing to exercise this right will have two options.

One option will be to have one's message sent out by U.S. Postal Mail at the sender's expense. To use this option, the sender must provide a copy of the letter to the organization within 10 days of the announcement of the Annual General Membership Meeting. The letter must comply with the guidelines determined by the Board. The cost of sending the mailer will be determined and the member must pay the fee before any work is done to send the letter. The CCPA will endeavor to send the letter out at least 20 days before the meeting, but in no case will it send the letter less than 5 days before the meeting.

A second option is to post member communications to the membership online. This option will be done at no cost. Submissions will not be accepted until 45 days before the Annual General Membership Meeting and will not be posted until 30 days before the meeting. Additional messages may be posted until 10 days before the Annual General Membership Meeting. Posting must comply with the guidelines determined by the Board. No member may post more than 2 times in any given election cycle. Candidates for election may not post to this page as their avenue of communication is through the Candidate Statement Page.

Disputing Election Results:

Between the time that the election results are available and the time that the sitting board certifies the results, only candidates may submit a challenge to the results of the election. In order for a candidate to challenge the results of the election, the candidate must submit the objection to the Board of Directors in writing with all accompanying evidence to support the objection. If the objection is based on the testimony of voters, the candidate must provide affidavits from the voters supporting the candidate's claims.

Any written objections submitted by candidates in a timely fashion will be reviewed by the CCPA Board of Directors. The Board shall determine if any complaint warrants any further investigation. For each complaint, the Board may either dismiss the complaint, or submit the complaint to the CCPA Attorney of Record for review and recommendation. The CCPA attorney

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will review the objections forwarded by the Board, and conduct any preliminary investigation the attorney deems to be warranted. The attorney will then make a recommendation to the board regarding how to proceed. The recommendation may include dismissal of the complaint, a further audit of the election, or a determination that the complaint is valid. If the attorney finds the complaint to be valid at any point, the attorney shall also make a recommendation to the Board on how to resolve the complaint which may encompass anything from proceeding with certifying the election to throwing out the results and doing the election over.