

# MOSES ELECTION OF OFFICERS AND TRUSTEES PROCEDURES

## I MEMBERS IN GOOD STANDING:

A. All members identified by the MOSES membership committee as being members in good standing on October 1 of an election year shall be sent a ballot.

B. Employees whose dues are in arrears on October 1<sup>st</sup> bring them current within 35 days of the date set for receipt of ballots by the election committee will be mailed a ballot. The committee will not be responsible for the timely delivery of any such ballots.

## II BALLOT MAILINGS

A. Ballots will be sent by first class mail to all Members in Good Standing identified by the Membership Committee by United States Postal Service (USPS) at least thirty-five days prior to the regular December General Membership meeting.

B. Ballots shall be mailed as described in Paragraph II (A) above to the addresses provided by the employers.

C. Ballots to Active Retiree members shall be mailed to the last known address contained in the MOSES membership files.

D. New hires will be mailed a ballot after the original mailing if they sign a blue card authorizing payroll dues deduction and have paid any back dues to at least a balance due of one month's dues or less.

E. Each Member in Good Standing will be sent a ballot, biographical statements provided by the candidates, and two envelopes.

1. One envelope is a pre-addressed stamped envelope and the other is a ballot envelope.

2. The member should mark his or her ballot, place it inside the ballot envelope, and insert both into the pre-addressed envelope. The pre-addressed envelope should then be placed in a proper US Postal Service mailbox or collection container.

3. The pre-addressed envelopes will be coded so the ballot should not be mailed in any other envelope since it cannot be checked against a voter list and will result in the ballot not being counted.

F. If the Election Committee determines that it is necessary to send out a second ballot to any member(s), a process will be established to ensure that each such member votes only once.

### **III CANDIDATE'S BIOGRAPHICAL STATEMENTS**

- A. Candidates will be allowed to provide a biographical statement of 150 words plus their name. These statements will be included on a separate sheet of statements from all candidates. A copy of the Candidate Statements will be included with each ballot.
- B. Words will be counted using the Microsoft - word count tool. Candidates who provide statements over 150 words will be asked to revise the statements before they will be included in the mailings. In the absence of any acceptable edits the statements will be truncated at 150 words.
- C. Candidates shall provide their statements to the Election Committee electronically.
- D. The deadline for submitting statements is 5:00 P.M. seven calendar days following the nomination meeting. If statements are not submitted or if they are submitted late the statement sheets will be printed with only the candidate's name and agency.
- E. The Election Committee will not verify the accuracy or validity of any candidate's statement.
- F. The Election Committee will not correct any apparent errors in spelling or grammar.
- G. Candidates shall refrain from inflammatory statements or personal attacks on other persons.

### **IV VOTER LISTS FOR CANDIDATES**

- A. Mailing lists of Members in Good Standing will only be made available to candidates.
- B. Lists will be available in printed format or on mailing labels.
- C. ELECTRONIC LISTS WILL NOT BE MADE AVAILABLE.
- D. Candidates must pay for all the costs of printing and processing, pickup, and delivery.
- E. Candidates receiving labels or lists will be required to sign a statement saying they will only use these labels or addresses for the MOSES election and that they will not be used or sold for any other purpose.

## V COUNTING VOTES

- A. Ballots must be delivered by US Mail to a location identified by the Election Committee on or before 21 calendar days before the December General Membership meeting.
- B. Ballots CANNOT be hand delivered directly to the Election Committee.
- C. Once ballots are received they will be sorted by agency and checked against lists of eligible voters, and prepared for counting. The envelopes remain unopened until counting begins.
- D. All received ballots will be kept in a locked facility until final counting.
- E. Information about the number of ballots received will not be released until the counting begins.
- F. Within five working days of the receipt of ballots return mail envelopes will be opened and the ballot envelopes prepared to be opened separately.
- G. At that time the ballot envelopes will be opened and the ballots removed and readied for counting.
- H. Once counting for any one department begins it will continue until all ballots received for that department are counted. This includes counting for all contests included on those ballots.
- I. Candidates and their representatives may observe the ballot counting as it takes place but must remain at least 10 feet away from the ballot counters at all times. Any observer who becomes unruly will be asked to leave the facility.
- J. The Election Committee will make any decisions that need to be made during counting. For example, it may be necessary to decide what the markings on a ballot mean or if someone marks too many boxes on a ballot.

## VI. RECOUNTS

- A. Candidates may request a recount under the following conditions:
  - 1. A recount will be considered appropriate if the difference in votes deciding the outcome of a race is fewer than 10 votes or is 3% or less of the total votes cast whichever is greater in any specific race.
  - 2. If a candidate does not meet the criteria of VI., A., 1. above and wants a recount, that candidate would have to pay the cost of the recount. This would include all costs incurred by the Election Committee to complete the recount.

3. A deposit in an amount to be determined by the Elections Committee will be required before the recount is scheduled.

4. Should the recount overturn the original results the costs will be refunded to the candidate requesting the recount.

**B.** Recounts must be requested within 72 hours after the completion of vote counting.

## **VII ELECTION REPORT TO CANDIDATES AND TO THE MEMBERSHIP**

A. The Election Committee shall notify all candidates of the election results within two days after the completion of vote counting to all candidates who have provided accurate information to the Election Committee on how to be contacted.

B. At the completion of the counting, the Election Committee will use the vote count information to prepare a report that shows the number of votes cast, the number of votes for each candidate and the number of blanks.

C. This report will be presented by the Election Committee at the regular December General Membership meeting.

**End of Procedures**