

LAKE MERWIN CAMPERS HIDEAWAY

ELECTION COMMITTEE

HANDBOOK

Policy #1050

"The Best Place in America"

*Effective Date
November 11, 1996*

LMCH Bylaws provide that the Board of Directors shall select a Chair of the Election Committee; the Chairperson shall then select no less than seven (7), nor more than fifteen (15) proprietary members in good standing and who are not candidates. The Board and Management may assist the Election Committee Chairperson by calling for volunteers during any Board meeting to serve on the committee. Those volunteering must be accepted by the Election Committee Chairperson.

The Election Committee Chairperson and committee members must maintain a membership in good standing for the entire tenure of service on the committee.

The Camp Manager, in cooperation with the Election Committee Chairperson, shall have the responsibility for receiving and qualifying nominations, resumes and other information from proprietary members in good standing, who present themselves as candidates for election to LMCH Board of Directors. The Camp Manager and the Hideaway's administrative staff shall provide administrative support for the elections, in conjunction with the Election Committee Chairperson.

The Election Committee will arrange for candidates to be available for the Candidate Forum during the Regular Board of Directors Meeting in August and during the Labor Day Weekend at the Hideaway

The Camp Manager shall prepare or cause to be prepared, a profile of each eligible candidate at least forty-five (45) days prior to the date of the election for publication in the "Hideaway Headlines" and at least thirty (30) days prior to date of election for posting on the Hideaway Bulletin Boards.

In the event that a vacancy occurs on the LMCH Board of Directors during the time period between the candidate filing deadline (30 days prior to the Annual Membership Meeting) and the Annual Membership Meeting, the LMCH Director's position is not subject to the election at the Annual Membership Meeting.

The Official Ballot listing of the candidates for LMCH Directors shall be determined by drawn lot by the Election Committee Chair and Camp Manager at least forty-five (45) days prior to the date of election. The Camp Manager, on behalf of the Election Committee, shall inform the candidates of the listing and have it published in the "Hideaway Headlines".

The Camp Manager shall inform the candidates that the designation as to full or partial terms will be as follows:

- ◆ The candidate(s) receiving the highest votes(s) will take the full terms.

- ◆ The partial terms will be filled by the next in order of total votes received.

The Election Committee Chair may call for a meeting of the committee within thirty (30) days of the Membership Meetings to review the methods of operation to be used in conducting the election and/or work assignments may be made without a meeting of the committee.

LMCH Administrative staff shall provide the Election Committee Chair with a list of the proprietary members in good standing, no less than the day of the membership meeting. The Membership Secretary shall record or cause to record the receipt of all mail-in ballots received prior to the membership meeting and place the unopened ballot envelopes from the proprietary members in a locked ballot box to be kept in a safe place at the Hideaway Headquarters. The Membership Secretary shall record or cause to record the proprietary members who request absentee ballots and record the date the mail-in ballot are received at the Headquarters. The LMCH Administrative staff upon receipt of the mail-in ballots will deposit the envelopes directly, unopened, into the locked ballot box. The day of the Membership Meeting, the Election Committee Chair will verify all mail-in ballots, that are received from proprietary members are in good standing. Mail-in ballots from proprietary members who are not in good standing shall be placed in the ballot box, in event that their account is brought current prior to the voting at the Membership Meeting and certified by the Camp Manager as such.

Just prior to and during the membership meeting the Chairperson shall:

- ◆ Assign members of the Committee to election polling tables identified by various LMCH Blocks. Those committee members will verify the eligibility of the proprietary members to vote.
- ◆ Only proprietary members in good standing shall receive a ballot upon checking in at the appropriate table.
- ◆ The member will sign for her/his ballot at the time he/she receives a ballot.
- ◆ At the appropriate time to vote and as announced by the LMCH President, the member will place her/his own ballot in the ballot box.
- ◆ The validation of the proxy ballots will be the last order of business for the Election Committee prior to the recess for the purpose of counting the ballots cast.
- ◆ Only those proxies marked "**Official**" shall be accepted by the Election Committee.

When it appears to the Election Committee Chair that all proprietary members in attendance who plan to vote in person have done so, an announcement will be made by the LMCH President that the pools will close, at which time the Election Committee will recess to a separate room to count the ballots.

If the Election Committee Chair finds it necessary to recruit any members at the membership meeting to serve on the Election Committee because of vacancies, that person's name shall be certified by the Chair and the Camp Manager, as a proprietary member in good standing, before being allowed to serve on the committee.

The Election Committee Chair shall prescribe the counting methods and make the work assignments in the counting room. All valid ballots shall be counted. If any official ballot has been altered, it will not be counted. If any official ballot that has been changed by the voter, but it is clear as to how the member wanted to vote, the ballot shall be counted.

An automatic recount shall be conducted by the Election Committee, if the margin of votes between the winners and losers of Director's positions or passage or failure of a Ballot Measure is **five (5) or less votes**. If an automatic recount is necessary, the information will be given to the LMCH President, who will announce from the podium an estimated time of delay in announcing the election results. There will be no other recounts conducted, nor requests from recounts acknowledged other than those under the preceding circumstances.

The results of the election shall be written on an "Official Tally Sheet", signed by the Election Committee Chair and committee members present, presented to the LMCH President and LMCH Secretary for announcement to the members in attendance at the meeting. A motion by the Election Committee Chair shall be recognized to accept the election results.

Ballots shall be kept at LMCH Headquarters in a locked ballot box for a period of at least thirty (30) days, following the date of the election, at which time the ballots shall be destroyed.

The Election Committee Chair shall return the membership verification/Ballot receipt list/Tally Sheet to the Camp Manager immediately following the meeting. The Camp Manager will post the results, as soon as possible, on the LMCH Bulletin Boards.

President, LMCH Board of Directors

Date

Secretary, LMCH Board of Directors

Date

Effective Date: November 11, 1996

Date Enacted: October 27, 1996