

Procedural Guidelines - Email Balloting and Voting

As Adopted by the CALS Board of Directors

September 26, 2013

- Voting members who have not provided CALS with an email address for contact purposes or the email address provided is invalid, will be sent a paper ballot to the current address on file with CALS. Any member who wishes to vote by paper ballot may request to do so.
- A tellers committee will be appointed by the Board of Directors consisting of 3 members, 2 of which shall be voting members of CALS. One member will be selected by the board to serve as chair of the committee.
- A special email UserID will be created in the CALS eMail system for sending, counting and managing the ballot. The proposed name would be "CALS_BALLOT_Month-Year@ctsurveyors.org".
- Once the ballot is approved by the Board of Directors, it will be sent out to all voting members by the committee chair with a final date for casting a vote noted on the email ballot. The subject line of said email will read: "CALS VOTING BALLOT".
- The ballot will be sent as plain text within the email system. Background material may or may not be attached as a separate document(s), as deemed appropriate by the Board of Directors.
- If more than one issue is to be voted upon, each issue will be listed and voted on individually, in numerical order.
- Voting members who do not receive a ballot, or misplace it, can call and request it be resent, as long as the final date for submitting the ballot has not passed.
- The Board of Directors may re-send a ballot by its own discretion.
- The tellers committee will arrange a time in which all 3 can attend and count the ballots cast. As each email ballot is opened by the committee chair, a tally of said votes will be created by each of the remaining two members organized by; voter's name, license number, ballot item number and the vote cast. The Chair will then respond to the sender of the ballot, as an email reply, that they have received the vote and acknowledge the vote cast as attached below.
- Once a vote has been cast, it cannot be changed.

- As stated in the CALS Bylaws, the decision of the vote will be determined by a simple majority of the ballots cast. The tellers committee will report the results at the next scheduled Board of Directors meeting, and consequently said results will be entered into the official minutes of the meeting.
- The email ballots will be kept for a period of 6 months after acceptance of the voting results by the Board of Directors, at which time the Board of Directors may elect to destroy the ballots – while retaining the summary results as created by the tellers committee.