

## **Bloomington Civic Association Executive Board Election Guidelines (Policies and Procedures)**

### **Nominating Committee**

1. Bloomington Civic Association (BCA) selects a nominating committee comprised of BCA current members and shall consist of 7 members. This group shall solicit candidates from the BCA active membership and propose potential candidates.
2. The Nominating Committee prepares the Nominee Slate during the June BCA monthly meeting and announces during the July BCA monthly meeting.
3. Any BCA **current** members are eligible to be on the Nominating Committee.
4. Names of potential candidates are forwarded to the financial secretary for determination of their membership and financial eligibility.
5. Upon determination of eligibility and vetting of the candidate by the Nomination Committee, the candidate will receive confirmation of his or her candidacy by e-mail and a slate of nominees will be sent to the voting members.
6. The Nomination Slate Ballot shall be published on BCA website and list serve when the July agenda is ready for posting.
7. The Nominating Committee conducts the election process during the BCA monthly meeting, from announcement of the election to the swearing-in of the newly elected board members.
8. The Nominating Chair retains the ballots from the election until the next election.
9. The Nomination Chair shall designate a member of the Nominating Committee to be the point of contact for appeals, Chair recounts, etc.

### **Candidate Eligibility**

1. All potential candidates, whether nominated by the Nomination Committee, another BCA member or by themselves, are first reviewed for compliance with the BCA election eligibility criteria.
2. The criteria for active membership candidacy eligibility include:

- a. Paid member thru current BCA fiscal year.
  - b. Have attended 65% of all BCA Civic Association Meetings
3. For the Office of Presidency and Vice Presidency additional criteria must be met:
  - a. Must have demonstrated community involvement within Bloomingdale or led a major BCA sponsored project within the past 12 months
  - b. If candidate is an existing or past Board Member, they would have to have attended 65% of all Board Meetings while on the BCA Executive Board
4. If the potential candidate fulfills the eligibility criteria, they must provide a proposal statement for the ballots (Position of President and Vice Presidents only). A proposal statement is intended to outline what the candidate intends to achieve if elected or provide similar information. A proposal statement may be 5-10 lines in length but no more than 10 lines (maximum 1000 characters).

### **Voting Protocol**

1. Members are eligible to vote during the election of new BCA officers if they have paid their membership dues 30 calendar days in advance of the meeting or no less than the time from the previous BCA monthly meeting.
2. Members must show their BCA membership card, which verifies their membership is paid and in a current status, in order to get a ballot card.
3. Members cast a vote in person during the election using a ballot card given when registering to vote in the election.
4. An absentee ballot is available only in the case of senior citizens unable to vote in person. The treasurer and financial secretary are the only Board members that can collect money and issue absentee ballots in these instances. The Chair of the nominating committee should be given the absentee ballots at least 2 hours before the start of the election. **Absentee ballots shall be submitted in the ballot box at the start of the election.**

### **Conduct for Election Night**

1. Election registration should begin as early as 6:00pm.

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2. When there are 75 or more eligible voting members there will be a light agenda and most, if not all of the BCA meeting shall be devoted to the election. Matters that require a vote prior to the next BCA monthly meeting can be voted on before the election. No more than 15 minutes shall be allocated to non-election matters.
3. Absentee ballots for seniors will be in the possession of the Chair of the Nominating Committee and registration verified using the same process as voters that physically registered.
4. Once a voter's card is obtained, a ballot card can be given. This ballot card can be obtained from the registration table by displaying your voter card.
5. Prior to the vote, the Chair of the Nominating Committee will state the names of each candidate for all positions. The candidates for the position of contested seats will make a few remarks if warranted.

## Vote Count

1. Absentee ballots are submitted to one of the two individuals counting the ballots. This seems slightly different from the highlighted language above.
2. The vote count from the ballots will be conducted by the Nominating Committee's designated vote counters during the BCA monthly meeting in which the election is held. Is this what you meant here?
3. Two individuals shall count the votes. One from the Nominating Committee and the emeritus board member. The Chair of the Nominating Committee has the discretion if needed to appoint another BCA member to help and/or the individuals to count.
4. Board members are not allowed to count votes in the general election if running for contested positions.
5. Once all votes have been counted, no further votes will be accepted.
6. The Chair of the Nominating Committee will announce the results to the BCA full body during this meeting.
7. New Board members are sworn in following the results announcement.
8. Any disagreements in the vote count shall be reconciled during the Election Meeting.
9. The election process is finalized and complete when the Board is officially sworn in.

## BCA Monthly Meeting Guidelines

### Meeting Agenda

1. Proposed agenda items to be discussed during the monthly Bloomingdale Civic Association (BCA) Meeting must be presented during the Executive Board (Board) Meetings held prior to the upcoming BCA Meeting and approved by the Board.
2. Monthly BCA agenda shall include items approved by the Board.

### Election Meeting Conduct

1. Meeting starts at designated time (between 6:30pm and 7:00pm). The President will decide the time. The treasurer and financial secretary will arrive ½ hour early to set up to check members at door for membership status. This will ease the voting process. A back-up for these two positions will be designated.
2. These two BCA board members will be posted at one entry door to the meeting space. There shall be between 2 and 3 membership lists on hand to check voter membership status. If the guest is a BCA member and current, they will be given a voter card when checked off the list and sign in at this time.
3. Each BCA meeting shall follow the established agenda.
4. One exception to introduction of new topics to the agenda includes announcements that impact the community. These are items that require no more than 5 minutes and the approval to be added to the agenda is at the sole discretion of the President.
5. No new discussion topics are allowed to be presented or considered within the last 15 minutes of meeting or after the last item listed on the agenda for the discussion.

### Voting Protocol

1. All voting issues must be submitted to and vetted thru the Board prior to introduction at the full body BCA monthly meeting.
2. Members are eligible to vote on issues brought up during the BCA meeting for a vote if and only if dues have been paid 30 days prior to the meeting the votes are being held, or at the last meeting. Voting cards will be given out when membership status is checked at the BCA monthly meeting.

Items that impact the by-laws or decisions already voted on by the full body membership must be presented to the Board to be reconsidered by the full body to vote upon during the Board meeting prior to the monthly BCA meeting.