

# INSTRUCTIONS FOR ELECTIONS OF CBF ZONE DIRECTOR

THE FOLLOWING INFORMATION IS FURNISHED TO GUIDE THE UNIT IN THE CALLING AND CONDUCTING OF MEETINGS FOR THE ELECTION OF ZONE DIRECTORS TO THE CBF BOARD OF DIRECTORS AND THE RETURN OF BALLOTS.

## I. VOTING OPTIONS

There are two ways in which voting may take place.

1. Meeting of the Unit Board - see instructions below
2. Mail in voting - by October 1<sup>st</sup> of the year in which a Zone Director is to be elected (“**Election Year**”) notify the CBF Executive Assistant that your Unit wishes to have mail in voting. You must also provide the names and mailing addresses for all voting members of your Unit Board. **Ballots will be mailed directly to each person and they will mail them directly back to the CBF office.**

## II. PROCEEDINGS PRELIMINARY TO MEETING

A special or regular meeting of the Unit Board of Directors, on reasonable notice, shall be held not earlier than October 15<sup>th</sup> and not later than November 20<sup>th</sup> of the Election Year, for the announced specific purpose of voting for a candidate to the CBF Board of Directors.

An election package will be provided to each Unit within fifteen days of October 1<sup>st</sup> of the Election Year. All persons who have filed Declaration of Candidacy shall be listed alphabetically on each ballot. The CBF Election Officer shall also supply each Unit with ten copies of the biographical material supplied to her by the candidates.

## III. MEETING OF THE UNIT BOARD

- A. The meeting must meet the Unit requirements for a quorum but in no case shall it be less than a majority of the Board of Directors of the Unit.
- B. Members of the Board present shall vote for the candidates listed on the official ballot.
- C. **Write-in votes are invalid and will not be counted.**
- D. Proxies and/or absentee ballots are not permitted.
- E. The Official Ballot Envelope must be completely filled in and signed at the election meeting before the Board member receives his or her ballot. Only ballots submitted in completed Ballot Envelopes will be counted.
- F. After the ballot is marked, the member must put it into the ballot envelope, seal the envelope and return it to the secretary of the meeting.
- G. Voting must be by secret ballot on the Official Ballot supplied by the CBF Election Officer.
- H. There should be a segregated area where the member is able to mark his/her ballot in private.
- I. Units shall permit candidates or their representatives to be present at the conducting of elections.

## IV. RETURN OF BALLOTS

- A. Upon completion of the balloting, the secretary of the meeting shall collect the unopened Ballot Envelopes, place them along with any unused ballots in an envelope supplied by the CBF Election Officer without opening any of the ballots.
- B. **ALL** ballots, whether cast or not, are to be returned to the CBF Election Officer.
- C. The return envelope (containing the ballots) **must** be postmarked no earlier than **October 15<sup>th</sup>**, and no later than **November 21<sup>st</sup>** of the Election Year. To insure delivery, send "Express Post".
- D. It is the sole responsibility of the Unit to see that all ballots reach the CBF Election Officer **prior to December 5<sup>th</sup>** of the Election Year. **ANY BALLOTS RECEIVED AFTER DECEMBER 5<sup>th</sup> OF THE ELECTION YEAR WILL NOT BE COUNTED.**

# **REGULATIONS FOR CONDUCTING CBF ELECTIONS FOR ZONE DIRECTORS**

## **I. NOMINATION OF CANDIDATE**

Each member of the CBF desiring to be a candidate for Zone Director shall declare his or her own nomination by filing a written declaration of candidacy. Such declaration must be received by the CBF Election Officer prior to September 30<sup>th</sup> of the Election Year. The declaration shall contain the name, address and Unit of said candidate and may contain biographical material not to exceed 100 words. Candidates must be members in good standing of the CBF and must reside in the Zone for which the Zone Director being elected will represent.

## **II. BALLOTS**

All persons who have filed declarations of candidacy shall be listed alphabetically on each ballot. Ballots will be mailed to Units within 15 days of the October 1<sup>st</sup> of the Election Year. The CBF Election Officer shall also provide each Unit with 10 copies of the biographical material supplied to her by such candidates. The voting period shall be October 15<sup>th</sup> through November 20<sup>th</sup> of the Election Year. To insure delivery, send "Express Post". It is the sole responsibility of the Unit to ensure that all ballots reach the CBF Election Officer by December 5<sup>th</sup> of the Election Year.

A special or regular meeting of the Unit Board of Directors, on reasonable notice, shall be held during the election period, for the announced specific purpose of voting for a candidate to the CBF Board of Directors. The meeting must meet the Unit requirements for a quorum but, in no case shall it be less than a majority of the Board of Directors of the Unit.

Members of the Board present shall vote for the candidates listed on the Official Ballot. Write-in votes are invalid and will not be counted. Voting must be by secret ballot on the official form supplied by the CBF Election Officer. All ballots must be sealed, by the person casting the ballot, in the ballot envelope. The front of the ballot envelope must be completed and signed by the person casting the vote. Ballot envelopes that are not completed and/or signed will NOT be counted. There should be a segregated area where the member is able to mark his/her ballot in private. Proxies and/or absentee ballots are not permitted. Units shall permit candidates or their representatives to be present at the conducting of elections.

Upon completion of the balloting, the secretary of the meeting shall collect the unopened ballots, place them in an envelope supplied by the Election Officer, seal and mail to the CBF Election Officer without opening any of the ballots. ALL ballots, whether cast or not, are to be returned to the CBF Election Officer. **FAILURE TO RETURN ALL CAST BALLOTS and ALL UNUSED BALLOTS WILL RESULT IN THE UNIT'S BALLOTS NOT BEING COUNTED.**

## **III. MAIL BALLOTS**

A Unit may vote by mail ballot upon application in writing prior to October 1<sup>st</sup> of the Election Year. Such application shall contain the names and addresses of Directors of the Unit. Mail ballots shall be mailed by the CBF Election Officer to the Unit Board members, and shall be mailed and returned within the time limits of the election period. In case of mail ballots instructions from the CBF Election Officer shall stress the need for secrecy of the ballot. The mailing of ballots to each individual Board member satisfies quorum requirements without regard to the number returned.

## **IV. RECEIPT OF BALLOTS**

At least 10 days and not more than 15 days before the end of the voting period, the CBF Election Officer shall notify all candidates and the President of the Units affected in case of non-receipt of the Unit's ballots.

## **V. PROTESTS**

The CBF Board of Directors shall serve as a Protest Committee for elections. A protest to an election must be filed in writing and postmarked no later than ten days after the announcement by the CBF Election Officer of the result thereof. The protest shall be in affidavit form and shall specify in detail the nature of the protest. Such protest shall immediately be referred to the Protest Committee which shall proceed as follows:

- a) It shall forward a copy of the protest to each candidate in said election.
- b) It shall review the protest forthwith.
- c) As part of such review, if in its judgement it is desirable and where practicable, it shall arrange for mail ballots of Directors of the Units involved in the protest, time of return to be fixed by the Protest Committee.

In the order of such review, the Committee may hold hearings, interrogate witnesses, examine all pertinent documents and do any and all things necessary to decide such protest in an equitable manner.

## **VI. RUN-OFF ELECTIONS**

In the event one candidate does not receive a majority of the votes cast, a run-off election shall be held between the two highest candidates. Upon disposition of any protest that should require a new election the CBF Election Officer shall forthwith commence such run-off election. During the period of any run-off election or new election the incumbent Zone Director shall continue in the office until his/her successor is certified by the CBF Board of Directors. Run-off elections are to be held before February 1<sup>st</sup>.

## **VII. NULLIFICATION OF ELECTION**

The death of a candidate, opposed or unopposed, during the period of October 15<sup>th</sup> to November 20<sup>th</sup> of the Election Year, shall nullify the election in progress.

## **VIII. NOTIFICATION OF UNIT VOTE ALLOCATION**

Each Unit, and each candidate who has filed a Declaration of Candidacy, shall be advised of the election and the number of votes accorded to each Unit in the Zone, on or before October 15<sup>th</sup> of the Election Year. Objections to the votes accorded to each Unit shall be filed with the CBF Election Officer on or before October 25<sup>th</sup> of the Election Year. Such objection shall be forwarded to the Protest Committee and the procedure set forth in Section V hereof shall be followed. If no such protest is filed by October 25<sup>th</sup> of the Election Year, the number of votes accorded to each Unit shall be considered binding and no protest may subsequently be filed as to such matter.

The Unit membership shall be divided by 100 to determine the number of votes allocated to each Unit.

## **IX. UNIT MEMBERSHIP**

The membership of a Unit shall be the number of members recorded by the ACBL on May 1<sup>st</sup> of the Election Year.

## **X. BREAKING A TIE IN ELECTION BALLOT**

The number of votes cast shall be computed to the fourth decimal point. In the event such procedure does not break the tie, it will be broken by lot.

## **XI. ELECTION PROCEDURES WHEN THERE ARE NO DECLARED CANDIDATES**

If, in an Election Year there are no declared candidates for CBF Zone Director, that position shall be declared vacant at the conclusion of the incumbent's term by the CBF Election Officer. Such vacancies shall be filled in accordance with the CBF Bylaws.