

## **Election Committee Procedures**

The election procedures as spelled out in the BATS Bylaws will be adhered to.

Additionally, the following procedures will be in effect:

- A. The Election Committee will submit a ballot of names for each Executive Office to the General Membership at the November Business Meeting. Additional nominations will be accepted at this time in keeping with the BATS Bylaws.
- B. Eligible members will be mailed a ballot and stamped pre-addressed envelope. Envelopes will be marked to ensure the integrity of the voting. Ballots will be unmarked.
- C. In order to be counted in the election a ballot must be received by the Election Committee by the 1<sup>st</sup> Tuesday in January.
- D. Persons eligible to vote in a BATS election shall be...
  1. Full members of the BATS Grotto as of the November Business Meeting and
  2. At least 14 years of age as of the November Business Meeting.
- E. The entire Election Committee will open the ballots together as a group and tabulate the results. After authenticity of the envelopes has been determined, the ballots and envelopes will be separated in order to ensure anonymity. Ballots will be retained for two months and be open to inspection by the membership. Any deviation from this will result in an invalid election.

### Summary of timeline

- October Business Meeting
  - Membership is notified of their voting eligibility by the treasurer
- November Business Meeting
  - Election Committee submits ballot
  - Additional nominations accepted
  - Deadline for voting eligibility
- 1<sup>st</sup> Tuesday in December
  - Ballots mailed to the membership
- December Business Meeting
  - Final ballot presented, having been mailed to the membership one week previously
- 1<sup>st</sup> Tuesday in January
  - Deadline for receiving ballots
- January Business Meeting
  - Officers presented to the membership