



## **ELECTION BOARD**

### **ORIGIN**

This is a Standing Committee established per Article VIII, Section 3 of the MGCA Bylaws, but which is generally only active in advance of the annual Board of Managers election.

### **PURPOSE**

To ensure impartial, accurate, and expeditious administration of the regular annual MGCA Board of Managers election in accordance with MGCA Bylaws.

### **MEMBERSHIP**

Per MGCA Bylaws, Article VIII, Section 9, the Election Board “shall consist of a Board Member (who shall act as a judge) and two (2) Members of the Association (who shall act as inspectors). No person who is a candidate for office shall act as a judge or inspector. In case any person appointed as judge or inspector fails to appear or fails or refuses to act in the roll assigned, the vacancy may be filled by appointment made by the Board of Managers in advance of the convening of the Annual Meeting or at the Annual Meeting by the presiding Officer thereof.”

### **MEETINGS**

Meetings are normally called by the committee chair on an as-needed basis.

### **RESPONSIBILITY**

- In advance of the Annual Membership Meeting/election, obtain from the Secretary or Office Manager a list of Voting Members eligible to hold office and to vote.
- Determine the number of Voting Members of record.
- Do such acts as may be proper to conduct the election/vote with fairness to all Members.
- Receive any write-in nominations.
- Receive, validate, count, and tabulate all ballots/votes.
- Determine the result of the vote. In the event of a tie, Robert’s Rules could be used as a guide to help navigate the situation. The Board may determine other methods.
- Hear and determine any voting-related challenges or questions.
- Ensure that a complete, accurate record of the vote is preserved, including a list of all Voting Members casting ballots.
- Ensure that election results are posted at the election site no later than 24 hours after the election. When possible, election results should also be distributed to Members via other available means.

- The Election Board will provide a written report to the Board of Managers by the next meeting of the Board of Managers on any challenge or question or matter that was determined by them and the general outcome of the election. This report shall be maintained as part of the election record.
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers as necessary
- Coordinate with the Archive Committee for preservation of election records.

### **AUTHORITY**

To confirm Voting Members.

### **FUNDING/BUDGET**

There is no specific budget allocation/line item for this committee. The Committee may make funding requests to the Board if needed. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

### **Dates:**

Adoption: December 21, 2021  
Revision: Policy: September 17, 2024  
Rescission: