

COLORADO CHAUTAUQUA ASSOCIATION (CCA)
BOARD OF DIRECTORS' ELECTION POLICY
Approved Aug 28, 2017
Amended February 24, 2018

PURPOSE: The purpose of this policy is to set forth the procedures used to elect board members who are elected by the CCA membership and to ensure that board member elections are fair and conform to the CCA Bylaws.

COMPOSITION OF THE BOARD: The CCA board of directors is comprised of 15 members. Two (2) are appointed by the Boulder City Council, one (1) is appointed by the CCA cottager community, three (3) are elected by the board of directors, and nine (9) are elected by the CCA membership. (Bylaws, Article IV, Section 1)

BOARD CANDIDATES: Board candidates who are seeking election by the CCA membership submit candidate applications which are presented to the membership via CCA's website prior to the date voting opens.

CCA MEMBERSHIP: A CCA member is defined as any individual 18 years of age or older who has paid the dues established in accordance with the Bylaws. No individual shall be entitled to more than one membership. Membership in the Association is non-transferable. Regardless of the level of membership, each membership carries exactly one vote. (Bylaws, Article II, Section 1)

ELECTION PROCESS:

1. CCA members elect board members in July prior to the Annual Meeting. To be eligible to vote, the CCA membership must be current for the year in which the member is voting and must be on record as a member as of the first business day following July 4th. To become a member or renew a membership, an individual must provide an email address that is specific to that membership. In no case may more than one member share the same email address.
2. The election opens the day after the record date and runs until the day of the annual meeting.
3. CCA members may vote by paper ballot or by email.
4. When voting by email, the CCA election administrator will send a unique login and password to each email address on the day voting opens. Only one ballot will be accepted for each email address.
5. The email ballot will contain the names of the board candidates and a verification that must be signed by the CCA member affirming that the member has voted only once.
6. If more than one ballot is received for the same email address, the first ballot received will be counted. All other ballots will be discarded.
7. CCA will send one paper ballot to each member who requests a paper ballot. Only one paper ballot will be accepted for each individual member. Members voting by paper ballot will be removed from the online voting list.

8. The paper ballot will contain the names of the board candidates and a verification that must be signed by the CCA member affirming that the member has voted only once.
9. If more than one paper ballot is received from the same member, the first ballot received will be counted. All other ballots will be discarded.
10. If the verification is not signed, the ballot will not be counted.
11. Decisions about the validity of ballots will be made by CCA election administrator. The Board Governance and Nominations Committee may assist the election administrator if necessary.
12. In the event of a tie, the Executive Committee decides before the annual meeting.
13. The final results of the election will be certified by the CCA election administrator and the chair of the Governance and Nominations Committee.
14. Final vote counts in CCA member elections will be kept on file but will not be made public.
15. In the event that less than 10 percent of the membership votes, the voting will be extended for one week and a renewed get-out-the-vote effort will be made. If, after one week, the turnout exceeds 10 percent, the election results will be announced immediately. If, after one week, the turnout is still less than 10 percent, the Executive Committee will certify the election results as they stand and announce the results immediately.

Approved by the CCA Board of Directors on August 28, 2017.

Provision 15 approved by the CCA Board of Directors on February 24, 2018