

KSER Foundation Election Process Outline

Candidate Recruitment and Screening

1. Organization will actively and systematically outreach for qualified candidates year-round.
2. During the year preceding the annual meetings, individual board members are responsible for identifying possible board candidates and alerting the Board Development Committee (BDC). BDC is responsible for following up with potential board candidates.
3. BDC will meet with all potential candidates.
 - a. Upon receipt of an application, at least one member of the Board Development Committee shall meet with the potential candidate. The BDC will meet to discuss said candidate considering our membership policy, by-laws, candidate rating scale, and the current needs of the KSER Foundation Board of Directors.
 - b. The Board President and General Manager also meet with the potential candidate. They consider the candidate utilizing the aforementioned criteria.
 - c. A representative from the BDC, the Board President, and the General Manager meet to discuss their respective findings. If appropriate, this meeting may also serve as a forum to compare and contrast potential candidates.
 - d. Board candidates must attend at least one KSER Board Meeting prior to nomination.
4. Based on the above process, and input from the Board President and General Manager, the BDC brings a recommended slate to the Board meeting no less than 30 days prior to the Annual Meeting.

Ballot Development and Distribution

1. Candidates must submit a photo and biography that will be published so that members may use the submissions as a tool to help them choose for whom to vote.
2. As stated in the KSER Foundation By-Laws: "Nominations as presented by the Board Development Committee will be submitted to the Board of Directors 30 days prior to the Annual Meeting." Upon a majority vote approval of the slate, the BDC will enlist the support of the staff to develop and mail the ballots. Specifically, the staff is to provide a distribution list of all current KSER Foundation members. Ballots will also be available at the station for current members who do not receive a ballot at their mailing address.
 - a. Ballots shall be mailed as well as available at the station at least 15 but no more than 30 days prior to the annual board meeting.
 - b. Ballots shall include a yes/no/abstain vote for those running unopposed. Otherwise ballots will be a choice between individuals for a specific position.
 - c. Members need not vote in every race for the ballot to be valid.
 - d. Ballots shall include a privacy envelope with space designated for a date, signature and printed name, in order for the voting member to verify membership, by financial contribution or volunteer hours. The ballot envelope shall also include language that indicates a signature verifies that the member will only vote once.

- e. To be counted, all ballots must be delivered in person at the start of the annual meeting or sent by mail so they are received at the KSER Foundation post office box by 4 p.m. the day before the annual meeting. To ensure accuracy and confidentiality, ballots will not be accepted at the station except at the start of the annual meeting. All ballots – regardless if they are delivered in person or mailed – must be completed and enclosed in the privacy envelope.
 - f. Ballots will be mailed to KSER’s PO Box in Everett, WA. The General Manager is responsible for the safe keeping of the PO Box key. Two (2) people must be present when opening the PO Box; these may be two staff or one staff and one board member who is not currently on the pending ballot. It is suggested that staff collect the ballots once a week, making the final pickup at 4 p.m. on the day before the Annual Meeting. Ballots are then placed at the station in the safe.
3. Concurrent with the dissemination of ballots, staff is charged with updating the KSER web site with information including the candidate’s biographies and photos as well as a time line for the election process and a link to our membership policy, applications for board membership, and roles/responsibilities.

Process for Counting and Recording Ballots

1. A *Ballot Committee* will have been appointed by the BDC prior to the Annual Meeting. This committee consists of two staff, two volunteers, and two board members who are not currently on the ballot.
2. The first order of business will be the collection of ballots that have been delivered in person and the opening of the safe to retrieve stored ballots.
3. Then all ballots will be counted in the following manner.
 - a. Both the name verification and ballot count will be done in the KSER Community Room in full view of all attending the meeting but in a manner that will protect the privacy of each voter.
 - b. Two Ballot Committee Members (*BCM*) review the privacy ballot envelope independently to verify that it has been signed. They then verify the name against a current list of KSER Foundation members. The privacy envelopes of all qualifying members are opened and the ballots are removed – without being reviewed – and handed to the third and fourth *BCMs* for counting. All empty privacy envelopes are secured in an envelope and placed in the safe. These envelopes will be kept for the next eleven months should a challenge arise.
 - c. The votes on each ballot removed from the privacy envelope will be announced out loud by the third and forth *BCMs*.
 - d. A fifth *BCM* records the vote on the white board or in some other visible manner within the community room.
 - e. A sixth *BCM* is then handed the ballot for verification, and records the vote on a separate piece of paper.
 - f. All counted ballots are secured in an envelope and placed in the safe. Ballots will be kept for the next eleven months should a challenge arise.

- g. Any participant in the ballot verification and count may not be a candidate standing for election, or re-election.
 - h. All participants in the ballot verification and count should be recognized by name in the meeting's minutes.
 - i. Ballots shall not be counted if they are not within a privacy envelope, if the privacy envelope does not include a date, signature and printed name, or if the member's name and signature are not legible.
 - j. If a ballot is in question by either the first or second person counting votes, members of the Board Development Committee shall attempt to determine if the ballot is valid and "decipherable."
 - k. Upon completion of the ballot count, the volunteer who recorded the votes on the white board and the volunteer who recorded the votes on paper shall separately count the results they have recorded. If the discrepancy is none, or would not change the outcome of any one race, there shall not be a recount. If the difference would change the outcome of any one race, the ballots shall be removed from the safe and the process repeated under the supervision of anyone on the Executive Committee who is not currently a candidate.
4. As stated in the By-Laws: "Candidates receiving a majority of the votes cast shall be elected to the board."

Related Documents:

Board Member Job Description

Criteria for Board Member Candidacy

KSER Foundation Member Policy

Term and Position Tracking – current members

Approved by KSER Foundation Board of Directors: June 8, 2010