

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 the responsibilities and expectations of a director on the KSER Foundation Board and the mission and vision for the KSER Foundation.
 - b. The Board President and General Manager also meet with the potential candidate.
 - 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 and become members of the KSER Foundation prior to nomination or appointment.
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, Distribution and Retrieval

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.
 - a. Ballots shall be mailed at least 15 but no more than 30 days prior to the annual board meeting.
 - b. During the same timeframe, ballots will be available at the station for current members who do not receive a ballot at their mailing address. The General Manager will develop a process to provide ballots upon request. Ballots distributed at the station must have the member name printed on the envelope (printing by hand is acceptable) and initialed by a staff member.
 - c. Ballots shall include a yes/no/abstain vote for those running unopposed. Otherwise, ballots will be a choice between individuals for a specific position.
 - 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.
3. Concurrent with the dissemination of ballots, staff will update the KSER website with candidate biographies and photos, the election procedure, and links to the KSER Foundation membership policy, KSER Board of Directors job description, and KSER Board of Directors application form.

4. Completed 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 and for collecting and securing the ballots. It is suggested that staff collect the ballots once a week. Ballots will be placed in the safe at the station.

Process for Counting and Recording Ballots

1. The final collection of ballots from the PO Box will be the day of the Annual Meeting.
2. A *Ballot Committee* will have been appointed by the BDC prior to the Annual Meeting. This committee shall consist of two staff, two volunteers, and two board members who are not currently on the ballot. All participants in the ballot verification and count will be recognized by name in the meeting minutes at the annual meeting.
3. The first order of business at the Annual Meeting will be the collection of ballots that have been delivered in person and the opening of the safe to retrieve stored ballots. To be counted, all ballots must be:
 - a. Mailed so they are received at the KSER Foundation post office box the day before the annual meeting.
 - b. Enclosed within a privacy envelope, which includes a date, signature and printed name(s).
 - c. Hand-delivered ballots will only be accepted at the Station on Election Night and only if they are in a printed, signed envelope to insure the member's identity can be verified.
4. The mailed-in envelopes from the safe will be put in **UNOPENED Envelopes container**. All **hand-delivered signed envelopes** will be added to this bin.
5. To protect the privacy of each voter, the ballots shall be counted in full view of all attending the meeting in the following manner:
 - a. **Ballot Committee Member #1 (BCM 1)** – removes an envelope from the **UNOPENED Envelopes container** verifies it has been signed and passes it on to **BCM 2**. When there are multiple members per household, only one signature is required. Any unsigned envelope will be opened to check contents for anything of value (e.g. donation or letter), but any enclosed ballot will be shredded. *(NOTE: if possible, alphabetize small batches of verified, signed envelopes before passing them on to #2 to speed up the verification process.)*
 - b. **BCM 2** – verifies the name printed on the outside of the envelope against the current Membership List and crosses that member's name off as having voted. The envelope is then passed it on to: **BCM 3**.
 - c. **BCM 3** – opens the envelope and removes the ballot. The envelope is put into **OPENED Envelopes Bin** and the ballot is handed to **BCM 4** *(The envelopes will be secured at the end of the election and placed in the safe for the next eleven months, should a challenge arise.)*
 - d. **BCM 4** – reads the ballot aloud, announcing the votes by position with options of YES, NO, ABSTAIN.
 - e. **BCM 5** – records the verbal announcement on a whiteboard (in full view of attendees).
 - f. **BCM 4** meanwhile hands the announced ballot to **BCM 6** - marks the votes on a paper tally by position with options of YES, NO, ABSTAIN. The ballots are then placed in the **Ballots container**.

- g. Once all the ballots have been logged, **BCM 5** and **BCM 6** independently add up and compare their totals. Candidates with more YESes than NOs are elected. A vote of ABSTAIN does not count against a candidate. This is consistent with KSER By-Laws: “Candidates receiving a majority of the votes cast shall be elected to the board.”
6. If a ballot is in question by either the first or second person counting votes, members of the Ballot Committee shall attempt to determine if the ballot is valid and “decipherable.”
7. Members need not vote in every race for the ballot to be valid.
8. **RECOUNT: will occur only if there is a discrepancy between the tallies of BCM 5 and BCM 6 that would affect the outcome of the election. In this case:**
 - a. **BCM 4** will place all the counted ballots from **Ballots container** in the empty **UNOPENED Envelopes container** and begin the VOTE COUNTING PROCESS again, announcing the votes by position as before.
 - b. **BCM 5** and **BCM 6** repeat their tallying activities, on the same whiteboard and sheet of paper, **but in a different color of marker and ink.**
 - c. They will deposit the counted ballots in **Ballots container** and will independently add up and compare their totals again.

Related Documents:

KSER Board of Directors Job Description
KSER Board of Directors Application Form
KSER Board of Directors Term and Position Tracking
KSER Foundation Membership Policy

DOCUMENT HISTORY

Approved by KSER Foundation Board of Directors: June 8, 2010
Updated and Approved by KSER Foundation Board of Directors: July 12, 2011
Updated and approved by KSER Foundation Board of Directors: June 11, 2013
Updated and approved by KSER Foundation Board of Directors: June 10, 2014