Electronic Voting Process

***Note - All emails to the club should contain only information on the voting process and not combined with other club emails***

1. Early November, the President should identify nomination committee members
2. President, or meeting leader, will make announcement at December meeting of the nomination committee members and that they are accepting nominations.
3. Early January, the President, or board members, should Identify independent voting tabulators.
4. Starting sometime late January, the Club Secretary should send email announcing the electronic voting process will start on ***(Date)*** with a **3**-day cutoff, ending ***(Date).*** Include all nominees. This date should be 3 days after the February club meeting.
5. Current dues must be paid by ***February*** club meeting to be eligible for voting.
6. Voting start date of ***(see 4 above****)* will give Membership Chair time to update current paid dues with Villages ID numbers.
7. Membership Chair will send final roster of current paid membership, prior to the start of voting date, to Club Secretary with associated emails for electronic voting RSVP distribution.
8. Prior to start of voting date, Membership Chair will send finalized Villages ID numbers to the independent tabulators to validate eligible voting status.
9. Also prior to start of voting date, Club Secretary will add independent tabulator email address to receive RSVP voting responses.
10. President, or meeting leader, will make a final announcement at the ***February*** club meeting explaining the voting process and ask for any additional nominations. Nomination cutoff will be at the end of February meeting.
11. On the Thursday morning after club meeting ***(or Wednesday evening if all the above is complete)****,* the Club Secretary will send the voting RSVP with any updated nominees to only the current date paid membership.
12. Tabulators will start counting votes independent of each other.
13. On Sunday or Monday after voting cutoff, Tabulators will verify results with each other, then send results to the President and board members.
14. Club Secretary should send club email announcing the results as soon as all board members are in agreement.