

Healani Canoe Club
Elections Procedures for Officers and Directors

I. ELECTIONS

- A. Elections for Officers and Directors of the Club shall be held on an annual basis and shall be held within two weeks of the end of the regatta season.
- B. Officers and Directors terms of office shall be for a period of one year beginning January 1 and ending December 31.
- C. All dues-paying general members are eligible to vote to elect the Club's officers and directors.

II. ELECTIONS COMMITTEE

- A. The Board of Directors shall select a committee chairperson to oversee and coordinate the elections process and nominate individuals for the Ballot Counting Committee.
- B. The Elections Committee Chairperson will validate the results of the elections and declare the results final. The results will be declared final if the balloting period has closed, these elections procedures have been followed, and no extraordinary circumstances exist that suggest the voting results could be compromised.

III. BALLOT COUNTING COMMITTEE

- A. The Ballot Counting Committee shall be responsible for maintaining a log of all members casting ballots, counting all ballots received, and presenting the final vote counts to the Elections Committee Chairperson.
- B. The Ballot Counting Committee shall consist of no less than two and no more than 6 individuals who are Healani Canoe Club general members or their parents.
- C. No standing board members and no individuals running for election in the current elections may be selected for the Ballot Counting Committee.
- D. The Elections Committee Chairperson shall select and present to the Board of Directors nominees for the Ballot Counting Committee.
- E. Nominees to the Ballot Counting Committee shall be authorized by a two-thirds majority vote of the Board of Directors.

IV. NOTICE TO MEMBERS

- A. Notice of the elections and dates for voting shall be made to the general membership no earlier than two months and no later than three weeks prior to the elections date.
- B. Notice shall be via email or mail, and any other means determined to be effective in reaching all general members. It is understood that a good faith effort shall be made to notify all general members; however, no guarantees can be made that every single general member will receive their notification.
- C. Notice shall include a call for nominations and outline a process for submitting nominations for officers and directors positions.

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V. VOTING

- A. All current dues-paying general members of Healani Canoe Club shall be eligible to vote for Club officers and directors and shall have one vote.
- B. Votes must be cast in person and upon presentation of identification.
- C. Members will be provided a ballot on which to cast their vote.
- D. There shall be at least two opportunities provided for voting as determined by the Elections Committee Chairperson. However, the final opportunity to vote shall always be at the Club's Annual Banquet. Additional opportunities to vote in advance shall be provided for those members unable to attend the Annual Banquet.
- E. The Ballot Counting Committee shall provide no voting results information or in any way give an indication of how the member votes are being cast prior to the final closing of the balloting period.

VI. ELECTION RESULTS

- A. Notice of final election results shall be made within 7 days of the closing of the balloting period to the Club's current Officers and Directors and newly elected Officers and Directors via email and/or telephone. All parties must be notified and notified at the same time.
- B. If no dispute or call for recount is received within 48 hours of notification to the parties noted above, then all general members of the Club shall be notified of the election results within 7 days via email or mail or any other means determined to be effective in reaching all general members.

VII. DISPUTE / RECOUNT

- A. Any dispute over the final elections results or call for a recount of the ballots must be made in writing to the Healani Board of Directors within 48 hours of the announcement of the final elections results along with justification. Notice to the Board of Directors will be considered to have met the 48 hour requirement based on receipt via email by any officer or director or based on postmark date via US Postal Service.
- B. Only current Club Officers and Directors or individuals who ran in the current elections may dispute the election results or call for a recount.
- C. The current Board of Directors will review the merits of any dispute or request for recount within 5 days of receipt and will determine by a two-thirds majority vote whether the claim will be dismissed, if a recount will be made, or if the election results will be nullified and a special election will be held.
- D. The Board of Directors' decision will be sent to the party who submitted their dispute or request for recount (claimant) using the same method in which the Board received the dispute/request.

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- E. If the Board determines that the claim will be dismissed, the final results of the election will stand, and the claimant will be notified within 5 days.
- F. If the Board determines that a recount will be made, a meeting will be called within 5 days of the Elections Committee Chairperson, the Ballot Counting Committee, and the Board of Directors at which time the ballots will be recounted by the Ballot Counting Committee in the presence of all meeting attendees. The results of this recount will be considered final and no additional recounts will be made. Notice of the final results of the recount will be sent to the claimant within 5 days.
- G. If the Board determines that the elections results should be nullified in whole or in part, notice should be made to the entire general membership, and a special election will be held within 14 days. The procedures for holding a special election will follow these Election Procedures for Officers and Directors except as relates to:
 - 1. Timing - all time frames will be adjusted to adhere to the 14 day requirement for holding a special election.
 - 2. Section V.D. will not apply. There shall be only one opportunity to vote in this special election.

VIII.RECORD KEEPING

- A. All ballots, voting logs, and results information shall be maintained by the Club Secretary for a period of no less than one year.