

Mail Ballot Election Procedure of the Four Creeks Unincorporated Area Council

Section I

Overview

This procedure guides the Four Creeks Unincorporated Area Council (FCUAC) Election Committee for the planning, conduct, and reporting the results of the annual FCUAC election of Council members for elections conducted by mail ballot

Section II

Election Time-line

- A. Starting in April a new Election Committee (Committee) will be formed. The Committee should consist of those district and at-large members of the current Council who will not be up for election during the next election cycle. The Committee will choose and recommend a Chairperson to be appointed by the UAC President. At the earliest possible date after forming, the Committee shall review the previous election process and set the dates and agenda to be accomplished prior to the election date.
- B. A proposed budget should be developed by the Election Committee and the Treasurer and presented for approval to the full Council at or before the July meeting. Council approval must be given before committing expenditure of funds, typically by the July meeting to cover the costs of advertising, printing, mailing, or other expenses.
- C. Starting at least ninety (90) days before the election date, the Committee shall publicize the election in the community and seek out interested members of the community to run for those Council seats up for election.
- D. Any eligible voter may be nominated for an open position by presenting a written declaration of candidacy to the Chair of the Election Committee forty-five (45) days or more before the election or the September meeting of the UAC, whichever is later.
- E. The Committee shall publicize a slate of candidates at least fourteen (14) days before the election.
- F. The preliminary election results will be presented during the November UAC meeting. During the December meeting, any challenges to the election will be addressed and resolved by the FCUAC. Final results of the election will be confirmed by the Council at the December meeting. For any newly elected Council Member by a write-in vote, the Election Committee shall make reasonable efforts to contact the new Council Member before the December meeting to determine interest and willingness to serve and accept the Council position and responsibilities.
- G. Ballots shall be destroyed by the Secretary six (6) months following the election date.

Section III

Counting votes

- A. All keys to the FCUAC Post Office box will be turned over to one person designated by the Election Committee at the October FCUAC regular meeting. This will provide maximum security of all ballots. That Designated Person shall be responsible for collecting all returned ballots and any other business mail for the UAC. Ballots should be kept in one storage box in a secure location. Any other mail should be turned over to the proper person on the Council. If the Designated Person cannot perform his or her duties, they must immediately inform the Committee Chair Person and a replacement will be appointed. Mail should be checked and picked up at least every three days during the election. Any ballots received should be bundled and dated for the day picked up. This can help in determining eligibility during the count. Ballots will be held unopened until the counting date.
- B. The Ballot counting date and time shall be set by the Election Committee to be held the week following the actual election date. The chosen date should be such that the majority of Committee members can attend. The public may attend the ballot counting, but may not participate. This date shall be posted on the FCUAC website at the October regular meeting date.
- C. The location for ballot counting should be at a site open to the public.
- D. The following tasks shall be completed for the actual ballot count:
 1. Validate ballots
 2. Tally and verify votes
 3. Assemble report of election

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4. Identify issues of voting to be presented for resolution by the entire Council prior to accepting the preliminary report of election.

Section IV Voter List

- A. The voter list is obtained from the King County Election Department as late in the FCUAC election time-line as is reasonably possible in order to include recently registered and eligible voters.

Section V Ballot

- A. Any eligible voter may be a write-in candidate for the District in which they reside or for an At-Large position.

Section VI Results

- A. The Election Committee shall gather data and maintain documents in order to report results to the full Council meeting. See the Election Results Report form. (Live link for public access)
- B. Election results will be presented at the November Council meeting.
- C. Election results will be confirmed by the Council at the December meeting

Section VII Challenges

- A. All challenges to election results shall be made in writing no later than December 1 following the Election for which the challenge is made. The challenger shall provide supporting citation of Bylaw or Procedure that was not followed, identifying information of the challenger, and desired outcome of the challenge review. The discussion and disposition of the challenge shall be made at a regular or special meeting of the Council and does not require the attendance of the challenger unless the challenger wishes to be present to provide additional evidence or testimony during the discussion. All decisions will be final.

Section VIII Appointments to Vacant Positions

- A. Selection shall be by a majority vote of the remaining Members of the Council.
- B. The Council shall ensure that at least four (4) weeks public notice is given that there is a vacancy on the Council, that the Council may be selecting a person to fill that vacancy at any subsequent meeting.
- C. The Council shall take such steps as it deems necessary and reasonable to ensure that members of the community have the opportunity to nominate themselves for selection to fill any vacancy by expressing their eligibility and interest in serving.
- D. The remaining Members of the Council may nominate a person, who is not presently on the Council, from among the members of the community who are eligible to serve and who have expressed an interest in so serving.
- E. Final selection of the nominee(s) to fill the vacant position(s) shall be by a majority vote of the Members of the Council present.
- F. Final selection may be done at a regular or special meeting of the Council.
- G. Appointees shall serve the remainder of the position term in accordance with Four Creeks UAC Bylaws Article 6.D.

Section IX
Process Improvement

- A. After completing an election, the Election Committee should review the Election Procedure and propose any changes to the Council for consideration and approval.
- B. After the completion of the election, the Election Committee will create the “Lessons Learned” from the election and present to the Council.
- C. The chairperson of the Election Committee is responsible for the configuration control of this procedure.

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Revisions

Date Adopted	Description of Amendment
January 26, 2010	Baseline Includes updates made after the January 2010 FCUAC meeting review of the Election Procedure.
September 7, 2011	Entire procedure Reformatted using FCUAC bylaws as the template. Minor technical changes were made (e.g. making sure all times were of the format “six (6) weeks”) along with typographic corrections.
September 19, 2011	Title and Section I Set procedure to be for mail ballot elections only. A separate procedure has been prepared for elections held at a meeting.