

## Meeting 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 at a FCUAC meeting.

### Section II Roles

- A. UAC elections are planned and managed by the Election Committee.
  - 1. For continuity, and to continue to develop capabilities, the Election Committee should consist of previous Election Committee members with at least one new member added for each election.
- B. The UAC President or Vice-President facilitates the actual election, including:
  - 1. Qualifying candidates and voters
  - 2. Distributing ballots or other voting mechanism
  - 3. Conducting the voting
  - 4. Declaring the results

### Section III Schedule

- A. When required, election meetings are held at the November regular UAC meeting.
- B. If an election is required for the current year, the Election Committee shall be tasked with preparing for the election during the development of the current year UAC business plan and no later than the UAC meeting four (4) months prior to the election meeting (July).
- C. The Committee will:
  - 1. Choose and recommend a Chairperson to be appointed by the UAC President.
  - 2. Review the previous meeting election process
  - 3. Propose any needed changes to the election process and the bylaws including boundary or district changes that may have been caused by changes in voting precincts by King County Elections or for reasons approved by the Council.
  - 4. Produce the election schedule
  - 5. With the UAC Treasurer, develop a proposed election budget to cover the costs of advertising, printing, mailing, or other expenses.
- D. No later than the UAC meeting two (2) months prior to the election meeting (September), the Election Committee must receive Council approval to conduct an election and approval for the election method, schedule and budget.
  - 1. Starting no later than one (1) week after getting Council approval to conduct an election, the Election Committee and the Secretary will announce the intent of the UAC to hold an election, along with the method and schedule, on the UAC's web site. During the election schedule the UAC web site will be updated as necessary.
  - 2. Once the election is announced, the Council shall seek out interested members of the community to run for those Council seats up for election.
- E. No later than the UAC meeting two (2) months prior to the election meeting (September), the Election Committee must submit any required UAC bylaw or election procedure changes to the Council.
- F. No later than one (1) month prior to the election meeting (October):
  - 1. The Council must approve the election procedure and any election-related bylaw changes.
  - 2. All UAC Post Office box keys will be temporarily turned over to a member designated by the Election Committee. The keys will be returned once the election is ratified by the Council.
- G. No less than two (2) weeks prior to the election, candidates who cannot attend the election meeting must have submitted their candidate declaration and campaign statement to the Election Committee.

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- H. No later than two (2) weeks after the election, challenges to the election must have been submitted to the Election Committee.
- I. No later than the UAC meeting one (1) month after the election, the Council will resolve any challenges and ratify the election.
- J. No later than one (1) week after the ratification of the election, the Election Committee will publish the election results.
- K. The Election Committee, at its discretion, may post candidate campaign statements on the UAC web site.
- L. Elections will be ratified no later than the December UAC meeting.
- M. The Secretary will post the election results to the UAC web site no later than one week following election ratification.
- N. Members are seated during the January regular UAC meeting. Seating includes confirming interest and willingness to serve and acceptance of Council membership along with the responsibilities and expectations of the position.
- O. The January regular UAC meeting is the first meeting where appointments can be made following an election.
- P. Ballots and other election method artifacts shall be destroyed by the Secretary after election ratification and no later than six (6) months following the election date.

### **Section IV**

#### Voting

- A. Voting is conducted at the election meeting.
- B. The following tasks shall be completed during the election:
  - 1. Validate voters and candidates
  - 2. Tally and verify votes
  - 3. Assemble report of election
  - 4. Identify issues of voting to be presented for resolution by the entire Council prior to accepting the preliminary report of election.
- C. Registered voters within the UAC boundaries, after confirmation at the election meeting, will be provided with a ballot or other method of voting that identifies their UAC District.
- D. Candidates may declare at the election meeting. Once their registered voter status and District are confirmed, they will be added to the official candidate list for a particular position.
- E. Candidates will be allowed two (2) minutes to present their campaign statement. Absentee candidates who have submitted a valid candidate statement will have their statement read by the facilitator of the election or their designee.
- F. All positions will be voted on at the same time.
- G. Voting will be conducted by submitting a valid ballot that includes District and At-Large position.
- H. A tie vote for a position will trigger a second vote.
  - 1. If the second vote also results in a tie, a coin flip will determine the winner..
    - i. The coin will be flipped by a member of the Election Committee assigned by the Chair
    - ii. The candidate whose name (last, first) is first alphabetically will call the toss.

### **Section V**

#### 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.
- B. The Election Committee will eliminate from the voter list any registered voters whose primary residence is outside the boundary of the UAC.
  - 1. The Election Committee will make two (2) copies of the validated voter list available during the election meeting.
  - 2. The list will be official source used to validate voters and candidates prior to the election vote.

**Section VI**  
Candidates

- A. Any eligible voter may declare candidacy for an open position in the District in which they reside or for any open At-Large position.
- B. Voters may not declare for more than one open position.

**Section VII**  
Results

- A. The Election Committee shall gather data and maintain documents in order to report results according to Section III Schedule.
- B. Election results will be ratified by the Council according to Section III Schedule.
- C. Candidates who lose an election do not automatically fill any other Council position although they can be considered for appointment to the Council according the Section III Schedule.

**Section VIII**  
Challenges

- A. All challenges to election results shall be submitted in writing no later than the date specified in Section III Schedule.
- B. 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.
- C. The discussion and disposition of the challenge shall be made at the regular UAC meeting specified in Section III Schedule.
- D. The challenger is not required to attend the meeting of the Council where the challenge is addressed.
- E. All Council decisions regarding challenges are final.

**Section IX**  
Appointments to Vacant Positions

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. Final selection may be done at a regular or special meeting of the Council.
- F. Appointees shall serve the remainder of the position term in accordance with the UAC bylaws.

**Section X**  
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. The chairperson of the Election Committee is responsible for the configuration control of this procedure.
- C. Proposed changes for future elections:
  - 1. For a variety of reasons, including changes in the relationship between King County and the UAC, the 2011 election approval is scheduled later than desired.

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- D. The procedure step for this approval should be modified to read: “No later than the UAC meeting four (4) months prior to the election meeting (July), the Election Committee must receive Council approval to conduct an election and approval for the election method, schedule and budget”.

Revisions

Date Adopted	Description of Amendment
September 19, 2011	New document The UAC election was changed from mail ballot to an election held at a UAC meeting. A new procedure was written for “meeting elections”.
November 16, 2011	Section IV Clarified the balloting procedure. Changed the response to a tie on a second vote to a coin toss.