

ELECTIONS

(a) Election by Ballot. If there is one or more nominee for any office, an election shall be held by written/electronic ballot in accordance with the provisions of this Section. The contestant with the highest vote count in the election shall be the winner. A write in line will be included. The election shall be completed before [June 15]. The successful candidate shall take office on [July 1] in the year of the election or an alternate date, designated by the Board.

(b) Elections Committee Responsibilities. The Election Committee's responsibilities shall include:

(c) Overseeing the annual election for Board of Directors, including making any recommendations to the Board of Directors regarding policies that may be needed relating to the process for elections. The Elections Committee shall conduct elections that are held by mail and/or electronic vote of the members. Such elections must be by secret ballot.

(d) Supervising the election process to ensure its integrity and transparency including:

(1) Assurance that there are eligible candidates for each position that is open for election and/or currently vacant,

(2) Supervision of the development and dissemination of election materials,

(3) Review and recommendation of policies pertaining to the conduct of vote tabulation,

(4) Establishment of procedures for informing candidates of necessary information,

(5) Update of election policies, as needed,

(6) The Elections Committee will review any challenges to any election procedures during the course of each election and communicate its decision within 10 business days. Any decision of the Elections Committee (or any failure to communicate a decision within 10 business days) may be appealed to the Board if timely submitted to the Board President within 5 business days of receiving the Elections Committee's decision (or within 5 days following the expiration of the 10 business day period for a decision if no decision is communicated). The Board's decision will be final.

(e) Supervision of CABE's campaign communication with members including dissemination of an official CABE candidate slate, election-related emails to CABE members, social media announcements, and website postings for all candidates for office.

Ensuring that each candidate nominated satisfies the following requirements:

(1) All candidates are current members of CABE and support the CABE Vision

(2) All candidates meet the requirements for each position

- (3) All candidates are 21 years of age or older
- (4) All candidates nominated will have full instructions on their participation in board elections.
- (f) All candidates must submit a candidate statement of no more than 175 words. Any statement that has more than the allowed number of words will have their statement shortened to fulfill this requirement. This will be done by ending the statement at the last complete sentence prior to the maximum allowed number of 175 words. There will be no editing of candidate statements.
- (g) Candidates are expected to write about themselves, not the person they are running against. Candidates may include factual statements about opponents but shall not include any negative or positive qualifiers or assumptions in connection with the factual statements.
- (h) Candidate statements will be randomly assigned. Names will be placed in a container and will be selected by an impartial person or persons that may include members of the election committee. Candidates and/or election committee members have the right to be present when this assignment is made and shall sign and date certifying the process, if present.
- (i) The Elections Committee will manage the election process to ensure its integrity and transparency including establishing processes and procedures for providing all necessary information to candidates, monitoring and overseeing the distribution of election materials, and reviewing and recommending policies pertaining to vote tabulation.
- (j) The Elections Committee will manage the distribution of ballots and each nominee's statement to all CAFE members. To be validly cast, a ballot must be returned with identifiable verification that is from a CAFE member. No person may cast more than one (1) ballot, nor vote for more nominees than there are vacancies to be filled.
- (k) The Elections Committee shall adopt a plan each year for publication of the positions of each candidate for office in such manner as it may deem proper within the budget parameters set by the Board of Directors for the fiscal year in which the election shall take place.
- (l) Candidates and their supporters may not use CAFE's resources to conduct business for candidate campaigns. Only the Elections Committee may use CAFE's email lists, Facebook page and other social media tools to communicate with CAFE members regarding candidate campaigns for election.
- (m) Notice and Solicitation of Ballots. Notice and solicitation of ballots shall be given either personally, by email, or by other means of written communication (including postal mail), addressed to each CAFE member eligible to vote at the address of the CAFE member appearing on the books of CAFE or given by the CAFE member to CAFE for the purpose of notice, or, if no such address appears or is given, at the place where the principal office of CAFE is located with information about the ballots being provided on the CAFE website. Written ballots may not be revoked.