

Board Policy Regarding Elections:

A. Voting

1. Elections will be a standing agenda item at the fall general meeting.
2. For those candidates running unopposed, a voice vote or hand raising will be sufficient.
3. For those candidates running opposed, no other candidates will be accepted at the meeting. A preprinted ballot will be created. No write-ins will be allowed. Each candidate present will be allowed one minute to state their qualifications and interest in the position. Two minutes will then be allowed for questions from the general membership.
4. The paper ballots will then be collected from each eligible voting member who is present at the meeting. Two volunteer members present at the meeting, and not running for office, will be selected by the Board to count the votes. The counting process will be overseen by all candidates present at the meeting running for that position to establish fairness in the counting process. Once the results are announced, objections will be asked for from the members attending the meeting. Once the objections have been satisfied, or if there were none to begin with, the results will be considered certified and the paper ballots will be destroyed.

5. Absentee voting. There are two methods of voting if no one from a membership can attend the meeting.

a. By mail. The member mails their voting preference to the President, whose address must be listed on the MLAA website. This must be postmarked at least 10 days prior to the meeting date. The address must include the President's name on the first line followed by the word "Ballot" on the second line, followed by the remainder of the address. This will be done with a double envelope. Inside the outer envelope will be a signed certification by the absentee voter stating that the ballot enclosed in the inner envelope is theirs and the certification should have their name printed and their signature below. There must be a return address on the outside of the outer envelope. The inner envelope will contain the actual ballot and no other markings to indicate who filled out the ballot. The unopened outer envelope will be brought to the meeting by the President. Both envelopes will be opened by the same volunteer members counting the ballots at the meeting, and the MLAA Secretary or Treasurer will check that the certification and absentee ballot come from a current member. The ballot from the inner envelope will then be comingled with the ballots cast at the general meeting prior to counting. In the event that the member who voted absentee can attend and vote at the meeting, they have the right to select their envelope and remove it from the absentee voting process and vote the same way as anyone else attending the meeting.

b. Hand delivered by another member attending the meeting. This ballot and envelopes must be done in exactly the same fashion as in a. but will be handed to the President at the beginning of the meeting.

c. A template for creating the absentee ballot can be found on the MLAA website.

B. Nominating Process

1. A standing agenda item on the spring meeting would be a call for interest in running for Board positions. Those interested can express this to any Board member.
2. At least 120 days prior to the fall meeting, the President will ask current Board members if they are interested in running again or not. The President will also ask current Board members whether any other members of the Association have indicated an interest in running for a Board position.
3. After obtaining this information, and at least 90 days prior to the fall meeting, notification will go out to the membership of the upcoming fall election and the current slate of candidates as well as open positions. There will also be an invitation to run for any Board position.
4. If there are not candidates for every possible position 60 days prior to the fall meeting, the President will create a nominating committee. The nominating committee will consist of 3-5 members of the MLAA. They do not have to be Board members. The nominating committee will be charged with finding candidates for any positions that do not yet have a candidate.
5. A minimum of 30 days prior to the fall meeting, the ballot with candidates will be posted to the MLAA website. A final call for additional candidates will be made with this. If additional candidates come forth, up to 20 days prior to the fall meeting, they will also be listed on the website. 15 days prior to the fall meeting the final posting on the website listing all offices and candidates for those offices will be complete, and can be used by members who wish to vote absentee.
6. No other candidates will be accepted after this date unless there are positions for which there are no candidates. In that event, candidates can be accepted up to the time of the voting at the fall meeting. It is only when no candidates for a position are identified prior to the meeting that new candidates will be accepted at the meeting. The new candidate will have 1 minute to state their interest and qualifications for the open position, followed by 2 minutes for questions by the membership, before the vote would take place.

Absentee Voter Envelope template:

Outer envelope:

President's Name

Ballot

Remainder of Address

The voter must include their name and return address on the outside of this envelope.

Inside the Outer envelope, the voter will place two enclosures:

1. A statement from the voter on a piece of paper that the voter completed the ballot inside the inner envelope, that they are a current member, as well as the address of the membership they represent. This piece of paper will also have the voter's name printed on it and beneath the name the voter must sign it.

2. A second envelope with the voter's ballot inside. This envelope should be sealed with no markings on it that would identify the voter.