

Item 4.4 Proposed Update Of Election Committee Policy

ELECTION COMMITTEE

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The election committee shall be responsible for overseeing the annual election for board of directors and recommending to the board policies relating to the process for elections.

1. All candidates who are to be considered for filling a board vacancy must ensure the following:
 - a. Be recommended by CABE members, a board member, including CEO who makes a recommendation, but does not vote for the candidate.
 - b. Submit a bio (175 words) to the election committee who will then review bios submitted and make recommendations to the board
 - c. Be approved by the CABE board for appointment

The committee's responsibilities shall include:

1. Supervising the election process to ensure its integrity and transparency.
 - a. Ensuring that there are candidates for each position that is up for election and/or for filling board vacancies
 - b. Supervising the development of election materials
 - c. Reviewing and recommending policies pertaining to the conduct of vote tabulation.
 - d. Establishing procedures for informing candidates
 - e. Updating Election Policy as needed.
 - f. Under this category the election committee shall review any matter brought to them in the course of an election that may be viewed as CABE favoring one candidate over another to determine when and determine whether CABE's action may impact the election outcome. If so, the election committee shall take such action as necessary to ensure that CABE's election remain fair to all candidates.
 - g. Supervising the development of an official CABE candidate slate email blast, social media and website posting announcing all the candidates who are running for office.

¹ Approved 10/24/09, Updated 9/17/16

2. Ensuring that the following requirements are followed by each candidates:
 - a. All candidates nominated support the CABA Vision
 - b. All candidates meet the requirements for each position
 - c. All candidates are 21 years of age or older
 - d. All candidates nominated will have full instructions on their participation in board elections.
 - e. Candidates will submit a candidate statement with 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 statement.
 - f. Candidates shall only include factual statements about opponents without negative or positive qualifiers or assumptions. They shall only write about themselves, not the person they are running against.
 - g. 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 and/or candidates in attendance. Candidates and/or election committee members have the right to be present when this assignment is made. When present they will sign and date certifying the process.

Campaigning for Election

The following guidelines must be followed by each candidate.

- Use of photos or names in campaign materials needs to be authorized by anyone listed as an endorser or whose name or photo appears in the campaign materials.
- Photos used on social media may only be posted if the candidate has permission from those in the photo to post the images.
- Board Members or candidates will not have access to post campaign materials on CABA's Facebook page.
- *Candidates may fill out a form to request the email list (for a fee) of all eligible members. Upon receipt of the list it may not be shared with others.*
- *Alternative to providing email lists-- 2 blasts sent out from CABA with the election info from each candidate. Put candidates on website—with statements, no flyers, etc.*
- Staff may not endorse a candidate.