



Nokomis East Neighborhood Association (NENA)

Absentee Voting by the General Membership

The NENA Bylaws provide for the Board to establish a policy and procedures to allow for the General Membership to vote by absentee ballots for candidates for the Board of Directors in conjunction with the Annual meeting. The Bylaws also allow for absentee voting for organizational business, motions, and resolutions not completed during a membership meeting due to not meeting quorum requirements.

Absentee Voting for Board Elections

This policy outlines the reasons and process required to ensure:

- NENA offers a transparent voting system that instills confidence in the election and the organization.
- Eligible voting members of NENA are allowed to participate in the election of Board candidates by absentee voting prior to the annual meeting and in-person voting during the annual meeting (if held in-person).
- NENA provides adequate information prior to and at the annual meeting so eligible voting members are informed.
- NENA ensures only eligible voting members participate in voting and confirm their eligibility status.
- Voting is concluded by the end of the annual meeting and the elected candidates are announced at the conclusion of the meeting.
- The results of the general membership election are recorded in the minutes of the annual meeting.
- NENA follows all requirements for quorum, voting eligibility, etc outlined in the bylaws, this document and other policies and procedures.

Absentee Voting Procedures for Board Elections

- Absentee voting will be offered prior to all annual meetings.
- The Executive Director and Executive Committee are responsible for preparing, implementing, and reporting on absentee voting by the General Membership.
- The option for absentee voting will be included in the Annual Meeting notification, as outlined in the bylaws.
- The Executive Director will determine the best process for absentee voting by the General Membership. The system must include:
 - Easy to access candidate information to inform eligible voters (ie – Candidate Guide posted online prior to voting, copies at in-person annual meetings etc.)

- Absentee voting period should be open for at least 14 calendar days. NENA should meet its notification requirements outlined in other policies and the bylaws.
- NENA will create a ballot and voting process that:
 - Offers an online option or option for the voter to call the NENA office to speak with NENA staff to vote
 - Collects the voter’s first and last name
 - Requires the voter confirm the voter is at least 18 years of age
 - Requires the voter to state the voter’s neighborhood
 - Requires the voter to confirm membership type – resident, property owner, and/or works in Nokomis East
 - Requires the voter to confirm the voter meets all membership qualifications
 - Offers specialized ballots for each neighborhood and at-large voters that only include the elections the voter is eligible to vote in
 - Offers candidate and election information in multiple languages, as needed
- **For Remote Communication Annual Meetings**
 - If the annual meeting is held by remote communication, the online and voting by phone period will end 24 hours prior to the start of the annual meeting. No voting or candidate introductions will be on the agenda. NENA will announce the winning candidates at the remote annual meeting.
- **For In-Person Annual Meetings**
 - NENA will prepare and distribute specialized paper ballots for voting during the meeting. (See Annual Meeting & Election instructions).
 - Nominations from the floor are allowed.
 - Allow each candidate to speak to the neighborhood participants or whole group for 3 minutes.
 - Voters will be allowed to change earlier ballots cast online or by telephone.
- The secretary will record the results of the voting in the annual meeting minutes.

Absentee Voting for Organizational Businesses

According to the NENA Bylaws, members have the power and responsibility to:

- a. Vote upon general business of the organization at membership meetings (Sections 4.08 and 4.09);
- b. Petition for the formation of ad hoc committees (Section 8.07);
- c. Petition for and approve amendments to these bylaws (Article XV); and
- d. Make recommendations to the Board as a committee of the whole.

For Annual, General Membership and Special Meetings requiring a vote of the General Membership, NENA should follow the Annual Meeting and Election Instructions document.

If the membership meeting does not meet the quorum requirements outlined in the bylaws, NENA may offer absentee voting to conduct its business.

Absentee Voting for Organizational Business meeting

- Absentee voting will only be offered after a meeting fails to achieve quorum.
- The Executive Director and Executive Committee are responsible for preparing, implementing, and reporting on absentee voting by the General Membership.
- The Executive Director will determine the best process for absentee voting by the General Membership. The system must include:
 - Easy to access information about the organizational business.
 - Absentee voting period should be open for at least 14 calendar days.
 - NENA should meet its notification requirements outlined in other policies and the bylaws.
 - NENA will create a ballot and voting process that:
 - Offers an online option or option for the voter to call the NENA office to speak with NENA staff to vote
 - Collects the voter’s first and last name
 - Requires the voter confirm the voter is at least the age of 18 etc. as noted above.
 - Requires the voter to state the voter’s neighborhood
 - Requires the voter to confirm membership type – resident, property owner, and/or works in Nokomis East
 - Requires the voter to confirm the voter meets all membership qualifications
 - Offers information in multiple languages, as needed
- The secretary will record the results of the voting by the General Membership in the minutes of the following regularly scheduled.

Related Policies:

Books, Records & Meeting Minutes Policy

Decision Making & Committee Policy

Membership & Board Meetings & Board Packet Policy

Record Retention Policy

Bylaws

Board Member Binder