



(CFPC)

Cape Fear Pickleball Club

Policies & Procedures

G005 Elections for Board of Directors

Election Procedures for the CFPC Board of Directors

Each year, the term of office of certain Board positions expires at the end of the year (see CFPC P&P G004 Board Term of Office). Elections to fill those offices for the upcoming year shall be held at the annual general membership meeting. The current CFPC Secretary is responsible for administering the election for these Board positions, as described below.

Eligibility to Vote

Any CFPC member in good standing who is 18 years of age or older at the time of the annual general membership meeting is eligible to vote. The Director of Membership is responsible for maintaining the list of eligible CFPC members, and shall make this list available to the Secretary.

Nominations

The Secretary shall solicit nominations for all Board positions whose terms are expiring at the end of the year. Said solicitation shall be sent via email to all current CFPC members who are eligible to vote. That email shall be sent thirty (30) to thirty-five (35) calendar days before the expected date of the actual election. That email may include the required details, as listed below; or it may direct the recipient to the CFPC website for the required details. The required details for the solicitation of nominations shall include:

- The nomination period, which shall be ten (10) to twenty (20) calendar days
- The expected date, time, and location of the actual election (the annual membership meeting)
- A list of all Board positions up for election, along with a description of the expected duties of each of those Board positions. (The descriptions may simply be a reference to the description in the Bylaws, which shall be available on the CFPC website.)
- Instructions for making nominations

Eligibility for Nominations

Any CFPC member who is eligible to vote (see above) is eligible for nomination. A single nomination is all that is required for any candidate to be considered for election.

Announcement of Nominations

At the close of the nomination period, and at least ten (10) calendar days before the scheduled election, the Secretary shall send via email to all current CFPC members who are eligible to vote a complete list of the nominees for each Board position. Again, that email may include all of the nominee information; or it may direct the recipient to the CFPC website for that information. The email shall

also include instructions for voting by email. These instructions shall include:

Notice that voting may not be done both by email and in person

The email address of the Secretary, to which email votes should be sent

A cutoff date past which email votes will no longer be allowed

Voting

Voting for Board positions may be done in person at the annual general membership meeting, or it may be done via email prior to the meeting. No CFPC member shall vote both via email and in person.

Email Voting

Any CFPC member eligible to vote may do so via email. He may vote for a single candidate for each of the Board positions that are up for election. The Secretary shall tally the results of all such email votes, and shall bring that tally with him to the annual general membership meeting. The Secretary shall ensure that each email vote he receives has come from an eligible CFPC voter. The Secretary shall save for a minimum of six months all the emails that were used to cast votes.

In-person Voting

The Secretary shall call for votes by a show of hands of eligible voters for each nominee for each Board position and tally the results. The Secretary shall add the results of the in-person voting to the results of the email votes. Any candidate receiving a plurality of all votes cast for that position shall be declared the winner, except that no individual may be elected to more than a single Board position. If one person does receive a plurality of votes for more than one position, he must decline all but one position, which he may choose; the second-place vote-getter for the other position(s) shall be declared the winner. If there is no second-place vote-getter, that position shall remain temporarily vacant, and may be filled by the President as per the CFPC Bylaws.

Notification of Results

The Secretary shall communicate the results of the election to the membership at the annual general membership meeting. The Director of Communications will communicate the results of the election via email within ten (10) days of the election to all current CFPC members. The email may contain the detailed results; or it may direct the recipient to the CFPC website for the detailed results.