

Board Election Procedure Using Ranked Choice Voting

Purpose: To establish a fair and transparent election process for board members when the number of qualified candidates exceeds the number of available seats.

Note: When the number of qualified candidates is equal to or less than the number of available seats, a standard verbal vote can be taken for each candidate/seat.

Procedure:

1. Nomination Process:

- The Nominating Committee will prepare a list of qualified nominees to the board based on prior review of submitted applications and interviews with selected applicants.
- Request attendance of the nominees at the board meeting when the election will take place and provide an Election Procedure.

2. Preparation of Ballots:

- The Board Secretary will prepare ballots listing all qualified nominated candidates submitted by the Nominating Committee.
- Each ballot will include the following details.
 - i. Voter Name (required)
 - ii. Instructions for Ranked Choice Voting
 - iii. Candidate List (in alphabetical order by first name) with a space to indicate rank choice.

3. Discussion before the Election:

- Candidates may provide an opening statement. This is optional and should last no more than 3 minutes per nominee.
- Question and Answer time between Board and candidates. Limited to no more than 20 minutes total.
- Board Discussion: Board members may advocate for or against any candidate.

4. Voting Process:

- Each voter will receive one (1) ballot.
- Each voter will rank the candidates in order of preference (1st, 2nd, 3rd choice, etc.).
- Voters may rank as many or as few candidates as they wish.
- Each rank number may only be used once (e.g. a single ballot may not have two candidates marked as their 1st choice.)

5. Counting Votes:

- The board secretary will count the ballots.
- Determine the number of votes required to fill a seat (i.e. more than 50% of votes).
 - i. 7 voters will require 4 votes to fill a seat
 - ii. 6 voters will require 4 votes to fill a seat
 - iii. 5 voters will require 3 votes to fill a seat
 - iv. 4 voters will require 3 votes to fill a seat
- First, all first-choice votes are counted.

- If a candidate receives more than 50% of the first-choice votes, they are elected to a seat.
 - If no candidate receives more than 50%, the candidate with the fewest first-choice votes is eliminated from the current round of counting.
 - Voters who selected the eliminated candidate as their first choice will have their votes transferred to their next choice.
 - This process continues until a candidate receives more than 50% of the votes and is elected to a seat.
- 6. Filling Subsequent Seats:**
- After a candidate is elected to a seat, they are removed from the pool of candidates.
 - The votes for the elected candidate are redistributed to the voters' next preferences.
 - The process starts again with the remaining candidates and the redistributed votes.
 - The same elimination and redistribution process continues until the next candidate receives more than 50% of the votes and is elected to the next seat.
- 7. Tie-Breaking Procedure:**
- In the event of a tie that affects the outcome, the Board will conduct a runoff election between the tied candidates.
 - Board secretary will prepare a new ballot.
- 8. Certification of Results:**
- The Board Secretary will certify the election results and announce the elected board members.
- 9. Implementation:**
- This procedure will be implemented for all future board elections where the number of candidates exceeds the number of available seats.

Effective Date: This procedure will take effect immediately upon approval by the board.

Approved by the board on November 16, 2024.

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Sample Ballot

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Voter Name: _____

Instructions for Ranked Choice Voting:

Please rank the candidates listed below in order of preference:

- 1 = 1st choice
- 2 = 2nd choice
- 3 = 3rd choice, etc

You may rank as many or as few candidates as you wish.
Each rank number may only be used once.

Candidate List:

Candidate A - First Name and Last Name []

Candidate B - First Name and Last Name []

Candidate C - First Name and Last Name []

Candidate D - First Name and Last Name []

Candidate E - First Name and Last Name []

