

## Falcons Elections Process

### 1. Who can serve on the Election Committee?

The individual should:

- a. Be a current year Falcons Member
- b. Have the ability to work in a small group (3+ people) and meet deadlines
- c. Have an email address and ability to access the internet several times a week

### 2. How many Elections Committee members are required?

In past experience, it has been best to have 3-4 members and to keep it diverse e.g. Male/Female. Ideally, one member should have served on the election committee previously. If not, at least one member should feel comfortable communicating with prior election committee members about issues that may arise. In past years, the Board has always tried to have a Falcons veteran on the election committee to keep the balance between past and present.

### 3. How are election committee members selected?

The current Executive Board asks for volunteers (3-4 members) for the Election Committee. It is usually on a first come first served basis. No one from the current board or any nominees for the incoming board may hold an Election Committee position. If an individual on the Election Committee is nominated and they decide to run for a position, they must remove themselves from the Election Committee and another individual may be selected to replace them.

### 4. What are the main tasks of the Election Committee members?

- a. Follow the Board's election committee policy and Bylaws
- b. Administer a valid and reliable election for the new Executive Board
- c. Respond to all questions/emails regarding the election including communicating with candidates and nominees, and the membership at large about the process
- d. The Election Committee has the power to resolve disputes/interpretations of by-laws, etc. to the extent those issues are not provided for in the by-laws and in the Falcons Elections process document. For any issues that cannot be resolved, the Election Committee may ask the President to recommend an independent Falcon member to help resolve the issue.
- e. Attend a Board meeting (if necessary)

### 5. What positions are available on the Executive Board?

- a. President
- b. Vice Presidents (2) - The 2nd position is not required and may be left open. Both VP positions can be of the same gender.
- c. Deputy Vice President
- d. Communications Officer
- e. Treasurer
- f. Marketing Officer
- g. Fundraising and Sponsorships Coordinator
- h. Secretary
- i. Recruiting Officer

6. What are the responsibilities of each position?

Select the link for the roles and responsibilities for each position.

<http://falcons-soccer.org/wp-content/uploads/2013/03/2013-Falcons-Bylaws.pdf>

- a. **President:** presides over the executive committee meetings and delegates responsibility, as needed, to run the Club's daily activities and plan for the Club's future needs. The President is expected to maintain and enhance support and success of the Club
- b. **Vice Presidents (2 positions):** responsible for notifying all Falcons of information relating to Club activities. They maintain a working relationship with the community, including the GLBT press
- c. **Deputy Vice President:** responsible for supporting the activities of the other members of the executive committee is responsible for maintaining a current Club roster
- d. **Communications Officer:** responsible for maintaining a current Club roster
- e. **Treasurer:** charged with dues collection, Club membership roster information, accounts receivable and payable, and assets and liabilities management
- f. **Marketing Officer:** responsible for the advertising efforts of the Club. The Marketing Director works closely with the Vice President(s) and the Communications Officer
- g. **Fundraising and Sponsorships Coordinator:** responsible for soliciting and developing new sources and contracts for annual and event sponsorship
- h. **Secretary:** responsible for administrative assistance to the executive committee and ensures that Club records are up to date
- i. **Recruiting Officer:** plays an integral role in outreach and follows up with potential new members

7. What are the timelines for the Election?

Timelines are flexible so long as the election is completed by January 31<sup>st</sup>. Following is a tentative timeline:

- a. 10/1: Email both the Falcons News group and current membership list with descriptions of Executive Board positions asking for nominations (mass emails) with deadline date of Oct 31<sup>st</sup> – See Appendix A for a sample email. People can nominate themselves or be nominated by a member.
  - Individuals who nominate themselves must be members for the current year.
  - Individuals nominated by another Falcons member do not have to be a member for the current year. If these nominees choose not to become a member for the current year, they will remain on the ballot but cannot vote in the election or if they choose to become a member immediately for the current year, they will remain on the ballot and be able to vote in the election.
- b. 10/15: Follow-up email to Falcons News group and current membership list with descriptions of Executive Board positions asking for nominations (mass email) with deadline date of Oct 31<sup>st</sup>
- c. 10/31: Nominated Period ends
- d. 10/1 – 11/14: Request nominees to submit their Candidate Bio by Nov 15<sup>th</sup>
- e. 10/1 - 11/14: Verify with the membership person that all self-nominated individuals are current members. If not, these nominees must become a member for the current year to remain on the ballot e.g. if the election is being held for Board members for the year 2015, all nominees must be a member for 2014 (current year). The Election Committee will also check whether any individuals nominated by another member want to become a member for the current year so they can vote in the election or not become a member, therefore not having a vote in the election.

- f. 11/1 - 11/30: Confirm with all nominees individually that they will accept the position if they win as all nominees should be willing to accept the position for their name to appear on the ballot. Otherwise, you will have members voting for people that don't want the position. Avoid mass emails to nominees as the ballot should remain private until voting begins.
- g. 11/15: Submission of Candidate bio ends
- h. 11/1 – 11/30: Create election survey in Survey Monkey, The Board has a paid Survey Monkey account but depending on the number of members, two or more accounts with two or more emails may be needed to administer the survey as a free Survey Monkey account has certain limitations.
- i. 12/1 – 12/15: Email the Falcons current membership with the appropriate Survey Monkey link to vote for the incoming Executive Board positions.
- j. 12/2: Email the regular membership list to contact the Election Committee if they did not receive the survey
- k. 12/15: Survey Closed. Set a time e.g. 5pm by which the surveys must be submitted. This time should coincide with the time that the Election Committee can shut the survey down.
- l. 12/15 – 12/30: Confirm with winners that they will accept the position.
- m. 1/15: Provide results to current Executive Board.
- n. 1/16: Provide results to the membership. This task can be done via email or at the Annual General Meeting and Dinner.

Note: It is required to have the new Executive Board in place by the end of January.

#### 8. What is a bio?

A bio is a short statement by the nominee describing who they are and why they are running for the Board. Each nominee must email their bio to the election committee by the specified date. Otherwise, their name will appear on the ballot without their bio.

#### 9. How is the Election administered to the membership?

Survey Monkey is used to administer the election survey. The two options are:

- Survey Monkey account allows us to send out 100 surveys with an individual link unique to each email account so others cannot use the same link to vote multiple times. If there are more than 100 members, then another Survey Monkey account must be used to send a different link to the remaining members. The same rule applies if there are more than 200 members and so on. The votes from each survey are combined to obtain the winners.
- For a fee of around \$25, a Survey Monkey survey may be administered to over 100 email links. This ensures all results are in one survey and is a more efficient process for the Election Committee.

The board will inform the election committee how to proceed with Survey Monkey prior to the start of the process.

For those without email, the Election Committee can provide a mailing address that members can mail paper ballots to.

#### 10. What are tips in building the survey in Survey Monkey?

- a. If the Election Committee does not have experience with Survey Monkey, then contact the President to make a request to the general membership as somebody should have the expertise.

- b. Each position has to have a write-in option
- c. Each position should have its own page as this makes it cleaner and easier to read.

11. How to handle positions that do not have nominees?

If positions don't have any nominees, the survey for those positions can still be administered as there is a write-in option for each position.

12. Can an individual who is on the Election Committee be written-in as a candidate, win the position and accept it?

Yes. Provided that the write-in is not campaigning for themselves before the ballot is issued.

13. How is the membership list obtained?

The member list is obtained from the Membership Board member. The number of total members should be compared against the number of ballots sent.

14. How can questions be asked by the members to the Election Committee?

All questions can be emailed to the Election Committee at [falcons.elections@gmail.com](mailto:falcons.elections@gmail.com)

15. Can a reminder be emailed to members who haven't completed the survey?

Yes, Survey Monkey has the capability to re-email those people that didn't vote yet.

16. What if a member didn't receive the survey?

The Election Committee should verify that the email address in Survey Monkey is correct. If not, then update it and send a reminder to the member to complete their survey. If the email address is correct, then ask the member to check whether the email is in their Spam folder. If the Election Committee is unable to determine why the member didn't receive the survey, then the survey can be administered to the member via email by providing the options and obtaining their email response or by a paper ballot.

17. What are 'incomplete' surveys and are they counted?

In Survey Monkey, surveys may be marked as 'complete' or 'incomplete'. Complete have a green star and incomplete have a yellow star. Members may have started the survey but did not finish it, therefore being 'incomplete'. Both 'complete' and 'incomplete' surveys do count towards the final results.

18. How is the winner for each position determined?

Whoever receives the most votes wins the election, whether nominated or write in. For example, if the nominee's name listed for President receives 50 votes and a write-in vote receives 100 votes then the write-in wins the position.

The VP position has two (2) positions so the top two nominees with the highest votes both take the positions of VP.

If an individual doesn't accept, the individual with the next highest vote will be asked whether they want the position and if they decline, the individual with the next highest vote will be asked and so on until all nominees (nominated/write-ins) for that position have been asked.

- a. If there is a tie, the Election Committee will contact the nominees to verify they will accept the position. If the nominees are still interested, then another survey for those 'tied' positions is administered to the members.
- b. If an individual wins in more than 2 positions, the Election Committee will ask the nominee which position they would like.
- c. If a position is still not filled, the Election Committee emails the Board along with the following suggestions to help them determine how to proceed.
  - o One last email to membership asking if anybody wants to apply for it
  - o If more than one interested, then ballot via survey monkey
  - o If just 1, ballot for membership to approve.
  - o If none, then board member could reorganize themselves to fill role or ask somebody to do the role on a temporary basis.

19. How are updates to this document handled?

During the election process the election committee handles all issues by majority vote. If the committee feels that an amendment should be added to the overall process, the general bylaws process will be followed.

## **Appendix A**

Fellow Falcons,

It is Election time! Below is some important information about the nomination and election process.

### **Executive Board Positions Available:**

- President
- Vice Presidents (2 positions)
- Deputy Vice President
- Communications Officer
- Treasurer
- Marketing Officer
- Fundraising and Sponsorships Coordinator
- Secretary
- Recruiting Officer

### **Instructions on Submitting a Nomination:**

Email the election committee with your nomination (all members of the election committee should be copied, their email addresses are cc'd in this email). Include in the email:

- Full name of nominee
- Email address of nominee
- Position for which you are nominating them

Self-nominations are permitted and encouraged.

The Election Committee will email the nominated individual to confirm their nomination acceptance and request them to submit a candidate bio.

If you have any questions, please email the election Committee at [falcons.elections@gmail.com](mailto:falcons.elections@gmail.com).

The Falcons Board Election Committee