

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska

REGULAR BOARD OF DIRECTORS' MEETING
AGENDA ITEM SUMMARY

January 27, 2010

ACTION REQUIRED

AGENDA ITEM NO. V.H.

<u> </u>	Information Only
<u> X </u>	Motion
<u> </u>	Resolution
<u> </u>	Executive Session
<u> </u>	Other

TOPIC

Approve 2010 Election Procedures

DISCUSSION

The Chugach bylaws state the Election Committee “shall devise such procedures, and adopt such rules and regulations, subject to the approval of the board of directors, as may be reasonably necessary or convenient to the discharge of the election committee’s responsibilities. These responsibilities shall include, but are not limited to (1) the registration of members at the annual or special meeting, and (2) the obligation of insuring the fairness, impartiality, confidentiality, and integrity of the voting process.”

The Election Committee met on December 29, 2009, reviewed and made minimal changes. They are:

1. Change all the dates to reflect the 2010 calendar.
2. Change item 17 on Page 4 so that the contracted security services is solely responsible for ballot pickup at the Post Office. In 2009 we found having the Election Contractor in addition was not necessary.
3. Removed “and count” from item 19 on page 4. The items are already counted in the previous step.

On the January 13, 2010, Operations Committee Meeting, the Committee recommended the Board of Directors approve the 2010 Election Procedures as attached and approved by the Election Committee.

As requested by the Operations Committee, the corresponding practices for the election procedures are attached.

MOTION

Consent Agenda

Chugach Electric Association, Inc.
Anchorage, Alaska
2010 Election Procedures

(Revised 1/18/10)

(To be approved by the Chugach Board)

The Election Committee at its Dec. 29, 2009 meeting adopted the following procedures:

1. The following are the two criteria for a valid mail ballot:
 - 1) The ballot envelope must contain the member number, and
 - 2) The ballot envelope must contain an appropriate, valid member signature for the member number on the envelope.

These are the same two criteria that were set for the 1988 through 2009 elections.

2. An Election Contractor will be hired to conduct the mechanics of the 2010 election. The Master Election Judge and/or their designee(s) may observe all activities of the Election Contractor, as described in the Election Practices.
3. The Election Committee will review ballot wording prior to printing.
4. March 17, 2010 is the record date for the election and annual meeting voting. In order to participate in the election and annual meeting voting a person or non-natural entity must be a Chugach member by the close of business on this date.

Non-natural members may change their designated voter using voting signature cards received by the close of business on the date of record, or at any time thereafter but no later than 6 p.m., 10 days prior to the April 29 annual meeting and election (April 19, 2010). Non-natural members may contact Chugach's Member Services Department at (907) 563-7366 for more information on how to change their designated voter. At the annual meeting, the non-natural member may vote if the individual's is the most recent signature on file, or through an affidavit that the individual is an authorized representative of the non-natural entity.

5. Chugach will prepare and mail letters to the non-natural members in February advising them of the current signer for their account. The signer names used in the letters will be taken from the most up-to-date non-natural member card, or the member application, whichever is the most recent. The letter will state that the election packet will be addressed to the designated individual on the most up-to-date non-natural member card, or the member application, whichever is most recent. The appropriate individual within their organization is to complete the enclosed signature card and return it to Chugach prior to March 17, 2010. However, the designated individual for their organization may

subsequently be updated no later than 6 p.m., 10 days prior to the April 29 election and annual meeting (April 19, 2010) whichever is most recent. Information on how to submit an updated designated individual may be obtained by contacting Chugach Electric Member Services at (907-563-7366).

6. After the date of record the Chugach Information Services Department will prepare a member voter file. The member voter file will include a flag for non-natural members to assist the Election Contractor in maintaining separate statistics for different classes of voters. It will contain the member numbers as well as member names and addresses. In addition, the non-natural members' authorized signer will be displayed on the mailing label. The Election Contractor will be required to batch election materials in such a way that Chugach pays the least amount of postage. The member voter file will be limited to members whose \$5 membership fee has not been forfeited.
7. The Election Contractor will produce a membership roster showing those members eligible to participate in the 2010 election as of the date of record. The roster will be in alphabetical order.
8. Chugach will have election materials printed and delivered to the Election Contractor by March 19, 2010. The Election Contractor will stuff and label election packets containing candidate statements, a summary of the proposed bylaw changes, director attendance and voting records, a mail ballot and a postage-paid return envelope. An annual report or other financial information may be included in the packet. A window envelope will be used, allowing the member mailing address on the return envelope to provide both the outgoing address and the return member number. These will be batched to ensure the lowest postage costs. The Election Contractor will deliver the election materials to the Airport Post Office for mailing. Chugach will pay postage. All election materials must be delivered to the post office by March 30, 2010.

There will be two election ballot return envelopes printed.

For Naturals, the return envelope will have printed below the signature line in legible font:

This ballot will not be counted without the authorized member signature for the member number shown at left. Mail ballot envelopes must be received in the election post office box by noon, April 26, or be hand-delivered to Sramek Hightower, 2525 C Street, Suite 100, by noon, April 26, 2010.

For non-naturals, the return envelope will have printed below the signature line in legible font:

Only the person listed at the left is authorized in Chugach's records to sign this ballot envelope. If that person has changed:

- 1) You must update your voting designee by 6 p.m. April 19, 2010 so your ballot will be counted. Call Chugach Member Services (907-563-7366) for more information.
 - 2) Mail ballot envelopes must be received in the election post office box by noon, April 26, or be hand-delivered to Sramek Hightower, 2525 C Street, Suite 100, by noon, April 26, 2010.
9. Mail ballots must be returned by noon, April 26, 2010, (3 days prior to the Annual Meeting).
10. Every member mailed an election packet is entitled to request one replacement ballot packet. Members who call Chugach requesting a replacement ballot packet will be referred to the Election Contractor. Chugach will not keep any ballot packets at its facilities. The Election Contractor must have a 24-hour phone number to handle calls. The Election Contractor will send these as requested, along with a new return envelope on which the member's name and member number have been printed. The replacement ballot envelope will be stamped "replacement", and "replacement" will be stamped next to the member's name in the roster to ensure that only one replacement ballot packet is sent.
11. In the event a member returns two ballot envelopes, the ballot envelope that is received first will count, unless it is invalid.
12. In-person voting is allowed at the Annual Meeting, April 29, for members who either did not vote by mail or whose mail vote was invalidated.
13. Information about the validity or invalidity of individual ballot envelopes will not be provided after the election. Invalid ballot envelopes received prior to noon, April 26, will be returned to the member per Section 24 below that includes information about returning questioned ballot envelopes and a sample rejection letter to be sent to the member.
- Only the Election Contractor will notify members of the invalidity or validity of their ballot envelopes.
14. No security envelope will be used in the election. The ballot has been returned directly in the return mail envelope for every election since 1988.
15. Ballots will be machine-readable.
16. The Election Contractor will be responsible for securing electronic/mechanical ballot counting equipment compatible with the ballots, and for transporting the equipment. The Election Contractor will successfully test the equipment prior to commencing ballot counting.

17. A special post office box will be secured at the Anchorage International Airport Post Office for use in the election. All returned ballots will go to this Post Office box. The process of picking up and securing ballot envelopes will be performed at least once a week by a contracted security service (reference Chugach Ballot Security Practice, No. 33). Ballots will not be returned to Chugach. Ballots and ballot envelopes which are inadvertently delivered to Chugach will immediately be turned over to the Election Contractor.
18. The contracted security service will then take the ballot envelopes to the Election Contractor's facility where they will be counted. At least two parties will verify and record the count of ballot envelopes received. The ballot envelopes will be safeguarded by the Election Contractor (reference Chugach Ballot Counting and Auditing Practice, No. 34).
19. The Election Contractor will sort returned mail ballot envelopes and bundle them into chronological control groups.
20. The Election Contractor will check the returned ballot envelopes from each pickup to ensure they comply with the requirements to have a member number and signature. Questioned envelopes will be set aside for review by the Election Committee.
21. Mail ballot envelopes containing questioned signatures will be checked against the membership application or the non-natural member voting signature card on file with Chugach as of the date of record or the extended signature designation date for non-natural members, whichever is most recent.
22. The Election Contractor will mark the alpha membership roster with "mail vote" next to the names of those whose mail ballot envelope contains both a member number and member signature. The names of members whose ballot envelopes are questioned will not be marked until the Election Committee has ruled on the validity of their envelope.
23. Member ballot envelopes without a signature or with a signature of a person not printed on the envelope will be returned to the member by the contractor within 24 hours of receipt by the contractor.
24. Questioned ballot envelopes ruled invalid by the Election Committee for any reason, including arriving too late at Sramek-Hightower, the Election Contractor offices, are to be returned to the voter within one day of invalidation. A dated Ballot Rejection Insert telling the voter why the election ballot was invalidated and what the voter can do to remedy it, if possible, will be included with all returned ballot envelopes. The Contractor will mark the alpha membership roster with "Returned" and date of return.

SAMPLE BALLOT REJECTION INSERT

2010 Chugach Electric Election

Dear Chugach Member:

Your ballot envelope is not valid because:

- [] Missing Signature – *To correct:* Sign the ballot envelope.
- [] Incorrect Signer – *To correct:* Have the ballot envelope signed by the member whose name is printed on the envelope.
- [] Signature does not match application – *To correct:* Contact Chugach Member Services at 563-7366.
- [] Incorrect Non-Natural Signer – *To correct:* Have the ballot envelope signed by the authorized signer printed on the envelope. Information on making changes to the designated voter may be made by contacting Chugach Member Services at (907) 563-7366.
- [] Other – *To correct:* Contact Sramek-Hightower at 566-1700.

After correcting your ballot envelope, place it in the self-addressed, postage-paid return envelope and drop it in the mail or hand deliver it to the Election Contractor. The ballot envelope must be received in the election post office box by noon on Monday, April 26 2010. If hand delivering the envelope, it must be received at the offices of Sramek-Hightower, 2525 “C” Street, Suite 100 by noon on Monday, April 26, 2010.

Ballot envelopes that arrive after the April 26 deadline will not be counted. Voting after this deadline must be done in person at the Chugach Annual Membership Meeting, April 29, at the Egan Civic & Convention Center. Registration opens at 6 p.m. The meeting starts at 7 p.m.

For more information contact Chugach’s Election Contractor, Sramek-Hightower, at 566-1700

25. The Election Committee will meet regularly to review the work of the Contractor and rule on the validity of questioned mail ballot envelopes. The Election Committee will have final say on whether questioned ballot envelopes are valid as determined by the Election Committee members at each meeting using copies of the envelopes and member applications or signature cards.
26. On questioned mail ballot envelopes, the Election Committee will not accept a signature as valid if a member does not have a signed application or signature card on file with Chugach. However, if the committee reaches a tie on validity, the benefit of the doubt will go to the member.

27. In addition to the questioned envelopes, a minimum of 5 percent of the mail ballot envelopes with both a member signature and member number will be checked against the member applications or non-natural member voting signature cards on file with Chugach to ensure the signatures are valid. Based upon the results of the random sampling, the Election Committee may request additional envelope signatures be checked.
28. Each candidate is entitled to be present or represented by an individual at each of the Election Committee meetings where mail ballot envelopes are verified and to observe the ballot counting process on the day of the Annual Meeting. Candidates or their representatives will not be allowed to handle ballots and must remain in the observation area designated by the Election Committee.
29. The final pickup of mail ballot envelopes will be made at noon, April 26, 2010. Mail ballot envelopes shall also be accepted at the contractor's office until noon, Monday, April 26, 2010. Mail ballots which arrive at the post office box or the contractor's office after this time will not be counted.
30. No mail ballot envelopes will be opened before the day of the Annual Meeting.
31. On the day of the Annual Meeting valid mail ballot envelopes will be opened and ballots counted by the Election Contractor and Election Committee, using electronic/mechanical means. All manual ballot counts should be recounted to ensure accuracy. Mail balloting results will be safeguarded by the Election Contractor until the time of the Annual Meeting.
32. On the evening of the Annual Meeting, the Election Contractor will oversee the registration of members. All members, or the authorized representative of non-natural members, will get a voting card. Members by the date of record who have not cast a valid mail ballot will be given a ballot for in-person voting. The Election Contractor will check the membership and mail vote status.
33. Following the close of voting at the Annual Meeting, the Election Contractor and Election Committee will count those ballots cast in person at the meeting. All manual ballot counts should be double counted to ensure accuracy. The results of in-person voting will be combined with those of the mail voting.
34. The Master Election Judge will be called upon at the Annual Meeting to announce the results of the balloting. A representative of the Election Contractor will accompany the Master Election Judge and verify results before they are announced.
35. Provisions for recounts are explained in the Chugach bylaws.
36. The contractor will secure election materials (reference Chugach Election Ballot Security Practice, No. 33) and may destroy them after receiving written authorization from Chugach of the intended destruction, in accordance with Chugach Bylaws, Article III,

Section 9(d) which states, “Marked ballots will be retained and secured for a period of ninety (90) days following the election, after which time they may be destroyed.”

37. The Election Contractor will maintain separate statistics for the natural and non-natural members for all classifications of rejected ballots. Additionally, the number of rejected ballots received and returned and the number of those recast and validated will also be recorded.
38. All procedures are covered by Chugach Practices Ballot Security, No. 33, Ballot Counting and Auditing, No. 34, Election Materials Mailing, No. 35, Annual Election Member Voter File Data Security and Audit, No. 36, and Annual Election Preparation, No. 37.

**CHUGACH ELECTRIC ASSOCIATION, INC.
GOVERNMENT RELATIONS & CORPORATE
COMMUNICATIONS DEPARTMENT**

PRACTICE NO. 033

**DATE: _____
January 28, 2010**

BALLOT SECURITY

I. OBJECTIVE

This document delineates the security of mail ballot envelopes, ballots and other materials related to the annual Chugach Electric Association election at the Election Contractor offices.

II. SCOPE / IMPACTED PARTIES

Election Contractor, Public Relations, Election Committee Representative(s), Master Election Judge and/or Selected Designee(s), and the Contracted Security Office.

III. RESPONSIBILITIES / REQUIREMENTS / INSTRUCTIONS

A. Introduction

After the election packets are mailed from the third-party mailing house, typically on a Monday in March, the return ballot envelopes start arriving at an assigned post office box (at the Anchorage International Airport Post Office) that is only used for the annual election.

At least once a week a Contracted Security Service will pick up the mail ballot envelopes from the post office box, minimum of two of the following parties pick up and ensure the security of the ballot envelopes: Election Contractor, Master Election Judge or Selected Designee(s), or Contracted Security Service. The two parties pick up the mail ballot envelopes from the post office box; bring them directly to the Election Contractor offices; observes the and-count, verification, and recording the count of ballot envelopes received. Furthermore, the mail ballot envelopes are stored in locked bins in a locked office from the time of receipt until two weeks after the election at the Election Contractor office. All other election-related materials are also stored in the locked office during the course of the annual election.

Note the following:

- All returned ballots go to the assigned post office box.

- Ballots are not to be received or returned to Chugach. Ballots and/or ballot envelopes inadvertently delivered to Chugach are immediately turned over to the Election Contractor.

B. ResponsibilitiesElection Contractor

1. Along with at least one other party, picks up the mail ballot envelopes at the post office and directly transports them to the Election Contractor offices.
2. Stores all mail ballot envelopes and other materials related to the election (e.g., test decks, extra ballots) in locked bins in a locked office until the annual election. If an Election Contractor is not actively working with the mail ballot envelopes, they are stored in locked bins in the locked office.
3. Ensures that a maximum of two Election Contractor employees are key holders to the locked bins and the locked office.
4. Ensures that only the Election Contractor employees who are key holders can access the locked bins and the locked office.
5. After the election, stores all mail ballot envelopes, ballots cast at the annual meeting, and other items related to the annual election in sealed boxes in the locked office for two weeks. Two weeks after the election, puts all election materials into a secure storage unit.
6. Ninety days after the election, sends a letter to Public Relations requesting authority to destroy election materials. Once authorization is received, contacts a third-party company to destroy all election materials at the Election Contractor's location. Holds all materials in storage for an indefinite period of time if Public Relations will not give authorization.

Public Relations

1. Sends a letter to the Election Contractor authorizing the destruction of the election materials. Note: If Public Relations believes for any reason that the election results might be questioned, will not authorize the destruction of the election materials.

Election Committee Representative(s)

1. May accompany and observe all Election Contractor responsibilities listed in this practice.

Master Election Judge and/or Selected Designee(s)

- 1. May accompany and observe all Election Contractor responsibilities listed in this practice. As necessary, may select one or more designees in his/her absence to accompany and observe all activities of the Election Contractor.

Contracted Security Service

- 1. May accompany and observe the Election Contractor during the process of picking up and securing the ballot envelopes.

IV. APPROVAL SIGNATURE

Date Approved: _____

 Phil Steyer
 Director, Government Relations &
 Corporate Communications

REVIEW & AMENDMENT HISTORY:

This Practice should be reviewed by the Department leader at least once every two years. Amendments may occur any time necessary.

<u>Reviewed by</u>	<u>Review Date</u>	<u>Amended by</u>	<u>Amendment Date</u>

REVIEW & AMENDMENT HISTORY:

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**CHUGACH ELECTRIC ASSOCIATION, INC.
GOVERNMENT RELATIONS & CORPORATE
COMMUNICATIONS DEPARTMENT**

PRACTICE NO. 034

DATE: February 27, 2009

BALLOT COUNTING AND AUDITING

I. OBJECTIVE

This document delineates how ballots and ballot envelopes are audited and counted during the course of the Chugach Electric Association annual election.

II. SCOPE / IMPACTED PARTIES

Election Contractor, Election Committee, Election Subcontractor (Ballot Counter), Security Guard, Master Election Judge, Public Relations and Candidate Observers.

III. RESPONSIBILITIES / REQUIREMENTS / INSTRUCTIONS

Election Contractor

Prior to the annual meeting:

1. After each batch of mail ballot envelopes is received (refer to the Ballot Security Practice), separates the envelopes into two categories: valid and questioned. Valid ballot envelopes are those in which the envelope displays a member number and is signed with an appropriate, valid member signature. Questioned ballot envelopes are those in which there is any missing or suspicious information (e.g., missing a signature or is not signed by the member listed on the envelope).
2. Counts the number of mail ballot envelopes received and communicates total number received to Public Relations.
3. Reconciles each batch of mail ballot envelopes into the election software program as valid or questionable and updates the program daily.
4. Checks and verifies questioned ballot envelopes against the member's signed application, which is stored in Chugach's LaserFiche document management software. (The Election Contractor has Web access during certain dates around the annual election period to the LaserFiche application. Access is limited to only member applications and is set to read-only). If for any reason the signature on the ballot envelope does not match the signature on the member's application or if a signed application is not on file, prints the application, photocopies the mail ballot envelope, and gives both items to the Election Committee at the next meeting.

5. Stores all mail ballot envelopes (valid and questioned) in locked bins until the Committee meeting.
6. After the mail ballot envelope deadline and the last Election Committee meeting prior to the annual meeting, sorts ballot envelopes into batches of 100 and assigns a batch number.

Committee Meetings:

1. Brings copies of questioned ballot envelopes within a batch for the Election Committee to accept or reject. If the ballot envelope is not accepted, returns the mail ballot envelope (within 24 hours upon receipt of the Election Committee's decision) to the member along with the ballot envelope rejection letter that informs the member on how to provide a valid mail ballot envelope.
2. Supervises the Election Committee while Committee members take a random sample of mail ballot envelopes, which is based on the number of valid ballot envelopes received for a particular batch.
3. Using the random sample from the Election Committee, verifies the signature to the Chugach LaserFiche. Any questioned ballot envelopes are photocopied and a copy of the corresponding member application is printed. This information is brought to the next meeting for the Election Committee to review.
4. Enters the results of the random samples into the election software program. Prints updated weekly reports from the election software program to bring to each Committee meeting.

Morning of the annual meeting:

1. Brings all mail ballot envelopes and related election materials to the counting room at the Election Contractor's offices.
2. Opens all valid mail ballot envelopes.
3. Requests immediate verification of questioned ballots from the Election Committee (e.g., writing on ballots, holes punched in ballots, more than one ballot in the envelope).
4. Secures mail ballots and envelopes.
5. Monitors the Election Subcontractor (Ballot Counter) while the mail ballots are counted.

6. Secures all ballots and related election materials (e.g., test deck, envelopes, ballots, extra ballots, miscellaneous information used, correspondence, cumulative and final ballot tally reports) in sealed boxes and transports them to the Election Contractor offices.

Evening of the annual meeting:

1. During registration, oversees distribution of ballots to those members who did not send in a valid mail ballot.
2. Once registration and voting is close, moves the ballots to the counting room.
3. Counts the ballots cast at the meeting, adds the results to the morning count, and gives the final count to the Master Election Judge. After results are announced by the Master Election Judge, gives a copy of the results to Public Relations for media distribution.

After the annual meeting:

1. Secures all annual meeting ballots cast and any extra ballots in sealed, signed boxes and transports them to the Election Contractor offices.

Election Committee

Committee Meetings:

1. Decides whether to accept or reject questioned mail ballot envelopes.
2. Takes a minimum random sampling (“pulls” envelopes from a tray) of five percent (or as specified in the election procedures) of the number of ballots received for a particular batch. Gives the random sampling to the Election Contractor for verification.
3. Prior to the annual meeting, creates a test deck for verifying the accuracy of the counting machine. The test deck equaling 100, represents a sampling of each ballot rotation. Creates and manually counts the results of the test deck a minimum of three times.

Morning of the annual meeting:

1. Before the counting begins, observes the verification of the test deck that has been run through the machine and verifies that the machine readout equals the number on the test deck. Midway through the count, observes that a second verification readout equals the number on the test deck. After all the mail ballots are counted, observes a final verification that the readout equals the number on the test deck.

2. May observe the entire counting process.
3. After all ballots are counted, supervises that all materials are sealed in boxes. All Election Committee members present sign or initial the sealed boxes.

Evening of the annual meeting:

1. Observes the member registration process.
2. Oversees the Election Contractor while the votes are counted.
3. After the ballots are counted, supervises that all materials are sealed in boxes. All Election Committee members present sign or initial the sealed boxes.

After the annual meeting:

1. Receives and oversees requests of a recount up to ten days after the annual election. Refer to the election procedures and bylaws.

Election Vendor

1. Programs the machine to count batches of ballots.
2. Runs the test deck through the machine three times: before the counting begins, midway through the count, and after all mail ballots have been counted under the supervision of the Election Contractor and the Election Committee.
3. Counts the mail ballots.
4. After all the ballots have been counted, prints a copy of the final report for the Election Contractor as per the election procedures.

Security Guard

Morning of the annual meeting:

1. Is assigned by Chugach and arrives at the Election Contractor offices.
2. Observes all activities.
3. Signs the sealed boxes, which contain all election materials and ballots.

Evening of the annual meeting:

1. Present at the annual meeting at whatever site has been chosen for that year.
2. Follows the Election Contractor to a special room after the registration and voting is closed and waits at the door.
3. Signs the sealed boxes, which contain all election materials and ballots.

Public Relations

1. Serves at the Election Committee liaison and performs tasks as requested.

Master Election Judge


1. Announces election results

Candidates and/or Their Observers

1. May be present or represented at any Election Committee meetings and/or the morning of the annual meeting. Refer to the election procedures and bylaws for authorized activities.

IV. APPROVAL SIGNATURE

Date Approved: 2-27-09


 Phil Steyer
 Director, Government Relations &
 Corporate Communications

REVIEW & AMENDMENT HISTORY:

This Practice should be reviewed by the Department leader at least once every two years. Amendments may occur any time necessary.

Reviewed by	Review Date	Amended by	Amendment Date

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**CHUGACH ELECTRIC ASSOCIATION, INC.
GOVERNMENT RELATIONS & CORPORATE
COMMUNICATIONS DEPARTMENT**

PRACTICE NO. 035

DATE: February 27, 2009

ELECTION MATERIALS MAILING

I. OBJECTIVE

This document delineates the election materials mailing process for the annual Chugach Electric Association election.

II. SCOPE / IMPACTED PARTIES

Public Relations, Election Contractor, Election Subcontractors (e.g., Printer and Mailing House), and the Election Committee Representative.

III. RESPONSIBILITIES / REQUIREMENTS / INSTRUCTIONS

Public Relations

1. Send the Member Voter file to the Election Subcontractor (Mailing House). Refer to Practice 017.
2. After the mailing, stores the post office certificate received (i.e., number of pieces mailed and total weight mailed) from the Election Contractor.

Election Contractor

1. Stores the extra ballots received from the Printer in locked bins in a locked office.
2. Mails replacement ballot packets as requested from members during the course of the annual election.
3. Forwards a copy of the post office certificate received (i.e., number of pieces mailed and total weight mailed) from the Election Subcontractor (Mailing House) to Public Relations.

Election Subcontractor (Printer)

1. Prints the ballots on a special ballot stock that is not available for sale in Alaska, randomly rotating the order of the candidate's names on the ballots depending on the number of candidates (as defined in the election procedures). Note: The Election Contractor does not have blank ballots, cannot reprint ballots, and does

not know the name of the company from which the Printer gets the ballot stock (only the Printer knows where the ballots come from).

2. Delivers election materials (including ballots, return envelopes, outgoing mail envelopes and election brochures) to Mailing House.

Election Subcontractor (Mailing House)


1. Uses the Post Office program to verify that the member addresses are valid addresses on the Member Voter file received from Public Relations.
2. Creates ballot rotations according to zip code. Ballot rotations are arranged to allow equal amounts for each rotation to be distributed into all zip codes. (Ballot rotations are not created according to zip code.)
3. Prepares the election packets. The Member Voter address list is fed into the printing machine and is sorted into zip code order. Machines mechanically insert the election materials into the packets; employees manually insert the ballots and return envelopes into a separate pocket on the 9x13 mailing envelopes.
4. Delivers the pallets of election packets in tubs sorted by zip code to the bulk mail post office. Mails election packets to members who are located out of the country via First-Class mail. Mails the remaining election packets via bulk mail.
5. Delivers the remaining (extra) ballots and additional materials to the Election Contractor.
6. Gives the certificate received from the bulk post office (i.e., number of pieces mailed and total weight mailed) to the Election Contractor. Provides the Election Contractor with the number of ballots mailed by First-Class mail.
7. Forwards the final member voter file to the Election Contractor.

Election Committee Representative

1. May observe all responsibilities listed within this practice.

IV. APPROVAL SIGNATURE

Date Approved: 2-27-09



Phil Steyer
 Director, Government Relations &
 Corporate Communications

REVIEW & AMENDMENT HISTORY:

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**CHUGACH ELECTRIC ASSOCIATION, INC.
INFORMATION SERVICES DEPARTMENT**

PRACTICE NO. 036

DATE: February 11, 2009

**ANNUAL ELECTION MEMBER VOTER
FILE DATA SECURITY AND AUDIT**

I. OBJECTIVE

This document defines how the integrity of the Member Voter file of eligible voters and data is ensured for the annual election.

II. SCOPE / IMPACTED PARTIES

Information Services (IS) Management and Member Services Director.

III. RESPONSIBILITIES / REQUIREMENTS / INSTRUCTIONS

A. Responsibilities

IS Management

1. Directs IS staff to create the Member Voter file. For more information about how the Member Voter file is created, refer to the "Annual Election Preparation Practice."
2. Verifies that the completed Member Voter file is placed in the appropriate network location.
3. Verifies that the network access controls are appropriately configured to limit access to the Member Voter file.
4. Directs and verifies that Tripwire has been configured. Tripwire detects changes on files including any content that has been changed, removed, or added, and permission changes to the file.
5. Directs IS staff to run Tripwire reports on a daily basis throughout the course of the annual election.
6. Reviews the Tripwire reports. Note: the report will be blank (clean) if the Member Voter file has not been modified, added, or removed from the directory.
7. Notifies the Member Services Director of any exceptions identified in the Tripwire reports.


- 8. Investigates any exceptions in the Tripwire reports.
- 9. Reports status and outcome of exception investigations to Senior Vice President Administration.

Member Services Director

- 1. Requests creation of the Member Voter file via the Help Desk.
- 2. Works with IS Management to resolve any unauthorized changes to the Member Voter file.

IV. APPROVAL SIGNATURE

Date Approved: 2-11-2009



 Dwight Dial
 Director, Information Services

REVIEW & AMENDMENT HISTORY:

This Practice should be reviewed by the Department leader at least once every two years. Amendments may occur any time necessary.

Reviewed by	Review Date	Amended by	Amendment Date

To enter data: From the toolbar select "View" and then select "Header and Footer". Right click in the box above and select "Toggle Field Codes". Enter the data. Once complete right click again in the box above and select "Toggle Field Codes". Close the "Header and Footer".

Once this Practice is signed forward the original to the General Counsel's office and keep a copy for department distribution.

**CHUGACH ELECTRIC ASSOCIATION, INC.
MEMBER SERVICES DEPARTMENT**

PRACTICE NO. 037

DATE: March 3, 2009

ANNUAL ELECTION PREPARATION

I. OBJECTIVE

To outline the preparation of member records to create the Member Voter file used to mail ballots for the annual election.

II. SCOPE / IMPACTED PARTIES

Member Services, Information Services, Customer Service Manager, Public Relations, Director of Member Services, and the Election Contractor.

III. RESPONSIBILITIES / REQUIREMENTS / INSTRUCTIONS

Member Services

Prior to the date of record:

1. Compares all active member records in Customer Information System (CIS) to member applications stored in Laserfiche to identify which members do not have signed applications on file. Mails a letter and application to those who do not have signed applications on file requesting them to complete, sign, and return their member application.
2. At least 30 days before the date of record, sends a voter card to non-natural members; this allows them to designate who will vote on behalf of the non-natural membership. Upon receipt of the updated voter card, updates the membership in CIS and files it in a file box that is used specifically for the annual election.
3. Attends the annual election training provided by the Customer Service Manager and is informed of the date of record. The date of record is the notice of when the ballots for the annual meeting will be distributed and occurs no more than 30 days before they are mailed.
4. Establishes, updates, and maintains member records in CIS through the close of business on the date of record. Updates memberships received via mail or in-person the same day that they are received. Two months prior to the date of record, updates memberships weekly. One week prior to the date of record, updates memberships daily.

Post date of record:

1. In accordance with the bylaws, does not make any changes to the member records.
2. The morning after the date of record, gives the designated voter card files to the Public Relations.

Information Services

1. Creates an encrypted, secure Member Voter file for the Election Contractor. The Member Voter file contains the following eligible voter information: natural and non-natural member name(s), member number, and mailing address.
2. Forwards the Member Voter file to Public Relations.

Customer Service Manger

1. Coordinates and communicates the deadlines and responsibilities of the election-related tasks with Information Services and Public Relations.
2. Generates reports in CIS to verify that the database has accurate member records.
3. In conjunction with Information Services, updates the member records until the Member Voter file is completed and then forwards it to Public Relations.
4. Authorizes Information Services to create the Member Voter file.
5. Trains and educates Member Services about the annual election process and the communication guidelines for handling election inquiries.

Public Relations

1. Within two days of the date of record, forwards the Member Voter file and the designated voter card files to the Election Contractor.
2. Acts as the liaison between the Election Contractor and Member Services, Information Services, and the Customer Service Manager.

Director of Member Services

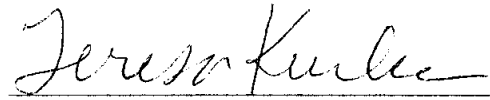
1. Oversees Member Services responsibilities.
2. Communicates the date of record to the Customer Service Manager and Member Services.

Election Contractor

1. Communicates with Public Relations regarding any annual election issues.

IV. APPROVAL SIGNATURE

Date Approved: 3/3/09



 Teresa Kurka
 Director, Member Services

REVIEW & AMENDMENT HISTORY:

This Practice should be reviewed by the Department leader at least once every two years. Amendments may occur any time necessary.

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