

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska

BOARD MEETING
AGENDA ITEM SUMMARY

February 23, 2005

ACTION REQUIRED

AGENDA ITEM NO. IX.B

 Information Only
XX Motion
 Resolution
 Executive Session
 Other

TOPIC

Approval of 2005 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 Feb. 7 to review and revise last year’s procedures as appropriate. A copy of the committee’s proposed 2005 Election Procedures is attached. Changes are highlighted.

CEO's RECOMMENDATION

Move that the Board of Directors approve the 2005 Election Procedures.

Chugach Electric Association, Inc.
Anchorage, Alaska

2005 Election Procedures

(revised 2/8/05)

(tentatively set for approval by the Chugach board 2/23/05)

1. The 2005 Election Committee set the following 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 2004 elections.

2. An Election Contractor will be hired to conduct the mechanics of the 2005 election.

3. The Election Committee will review ballot wording prior to printing.

4. **March 16, 2005** is the record date for the election and annual meeting voting. In order to participate in the election and annual meeting voting a person must be a Chugach member by the close of business on this date. Non-natural member voting signature cards must be received by the close of business on the date of record or else the Election Committee will consider the signature(s) on the membership application on file at Chugach as the only authorized signers for the ballot envelopes.
5. After the date of record the Chugach Information Services Department will prepare a membership mailing file. It will contain the member numbers as well as member names and addresses. The Contractor will be required to batch election materials in such a way that Chugach pays the least amount of postage. The membership voting file will be limited to members whose \$5 membership fee has not been forfeited.
6. The Election Contractor will produce a membership roster showing those members eligible to participate in the 2005 election as of the date of record. The roster will be in alphabetical order.
7. Chugach will have election materials printed and delivered to the Contractor by **March 18, 2005**. The Contractor will stuff and label election packets containing candidate statements, a summary of the proposed bylaw changes, director attendance and voting records, an annual report, a mail ballot and a postage-paid return envelope. 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 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 29, 2005**.

8. Mail ballots must be returned by noon, **April 25, 2005**, (3 days prior to the Annual Meeting).
9. 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 Contractor. Chugach will not keep any ballot packets at its facilities. The Contractor must have a 24-hour phone number to handle calls. The 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.
10. In the event a member returns two ballot envelopes, the ballot envelope that is received first will count, unless it is invalid.
11. In-person voting is allowed at the Annual Meeting, **April 28**, for members who either did not vote by mail or whose mail vote was invalidated.
12. Information about the validity or invalidity of individual ballot envelopes will not be provided (aside from that necessary for the Election Committee and Contractor to perform their duties) until the deadline for requesting a recount, or a recount itself, has passed.
13. 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.
14. Ballots will be machine-readable.
15. The Contractor will be responsible for securing electronic/mechanical ballot-counting equipment compatible with the ballots, and for transporting the equipment. The Contractor will successfully test the equipment prior to commencing ballot counting.
16. 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 where they will be picked up by the Election Contractor. Ballots will not be returned to Chugach. Ballots and ballot

envelopes which are inadvertently delivered to Chugach will immediately be turned over to the Contractor.

17. The Election Contractor will pick up the returned ballot envelopes at least once a week during the month of mail voting. Mail ballot envelopes will be taken to the Contractor facility and safeguarded by the Contractor.
18. Following each pickup, the Contractor will sort and count returned mail ballot envelopes and bundle them into control groups.
19. The 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.
20. Mail ballot envelopes containing questioned signatures will be checked against the membership application or non-natural member voting signature card on file with Chugach as of the date of record.
21. The 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 vote.
22. 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.
23. On questioned ballot envelopes, the Election Committee **will** accept a signature as valid if a member does not have a signed application on file with Chugach.
24. 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.
25. 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.

26. The final pickup of mail ballot envelopes will be made at noon, **April 25, 2005**. Mail ballot envelopes shall also be accepted at the contractor's office until noon, **Monday, April 25, 2005**. Mail ballots which arrive at the post office box or the contractor's office after this time will not be counted.
27. No mail ballot envelopes will be opened before the day of the Annual Meeting.
28. On the day of the Annual Meeting valid mail ballot envelopes will be opened and ballots counted by the Contractor and Election Committee, using electronic/mechanical means. Mail balloting results will be safeguarded by the Contractor until the time of the Annual Meeting.
29. On the evening of the Annual Meeting, the Contractor will oversee the registration of members. All members, or the designated voting representatives of non-natural members – as evidenced by completed voting signature cards for non-natural members or the signatures on the membership application file with Chugach – by the date of record 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 contractor will check the membership and mail vote status using the date-of-record roster that was created at the time the mailing list was produced.
30. Following the close of voting at the Annual Meeting, the Contractor and Election Committee will count those ballots cast in person at the meeting. The results of in-person voting will be combined with those of the mail voting.
31. 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.
32. Provisions for recounts are explained in the Chugach bylaws.
33. The contractor will secure election materials and may destroy them after receiving written authorization from Chugach of the intended destruction.