



## VOTING PROCEDURE

### NOMINATION:

- Nominations will be opened – a candidate must receive **two** nominations to go forward.
- Nominations for a member who is not in good standing cannot be accepted.
- A candidate may be nominated in absentia with a written statement to be read out indicating willingness to accept nomination.
- All candidates nominated must indicate whether they accept nomination or not.
- The chair will close nominations.
- All nominated candidates names shall be posted in a manner visible to all present.

### VOTING:

- Voting will begin immediately.
- Each ballot will contain seven lines and seven candidates **must** be chosen and written clearly – one per each line.
- Members may vote for **up to** seven nominated candidates but not more than seven and no repeated names.
- Ballots will be deposited in the urn in the presence of the two scrutineers.
- Only one ballot may be deposited by each member.
- No votes may be cast by proxy or by any prior arrangement.
- The chair will declare that voting is over.

# BALLOT COUNTING:

## Part 1:

There will be three tellers under the supervision of two scrutineers.

- Teller #1 opens the ballots and determines whether each ballot is valid.
  - Blank ballots are set aside and not counted as part of the ballots cast.
  - Invalid ballots are declared as such by the scrutineers and set aside in another pile.
- There will be a Teller's Sheet that will record the following:
  - 1) Number of votes cast (excluding blanks)
  - 2) Number of votes to elect
  - 3) Number of invalid votes
- Teller #1 counts the valid ballots and writes the total on the Teller's Sheet on line #1.
- Teller #1 counts the invalid ballots in the presence of the scrutineers and enters the tally on line #3.
- The number of legal and illegal votes is then tallied and this number is entered on line #2 which establishes the number of majority votes.

## Part 2:

- Teller #1 reads aloud the names on the valid ballots. The other two tellers each keep a separate tally sheet recording the names as they are read aloud placing an 'X' beside each name as it is read aloud.
- Teller #2 will repeat each name that Teller #1 reads out.
- When a candidate receives 5 votes Teller #2 will call out 'tally'.
- If Teller #3's score does not agree with Teller #2's then the count stops and the scrutineers search for the cause of the error.
- When all the ballots have been read aloud and the count of both Teller #2 and Teller #3 agrees in every point and the scrutineers approve the sheets, then Teller #1 totals the votes received per candidate and writes on the tally sheet the total votes received per candidate and hands the sheet to the scrutineers for final approval.

# PROPORTION OF BOARD

- The board must be composed of no less than four of the seven members being Producer Members – should this not be achieved, the scrutineers will announce an immediate re-vote for all candidates nominated.

## TIES

- If there is a tie between any candidates, the scrutineers will inform the Chair of the meeting who will request an immediate re-vote for **only** the candidates who are tied while the other candidates votes shall be carried forward to the next tallying.
- Members will be issued with new ballots and the voting re-starts as per above (see section 'VOTING').

## POSTING RESULTS

- The scrutineers will approve the final tally and one scrutineer will announce the elected candidates by order of most votes received.
- One scrutineer will then write/post the names, in this order, in a manner visible to all present.
- Any questions or issues that arise must be addressed before closing the elections.
- The chair will then close the elections, pronouncing them fair and accepted.

## POST-ELECTORAL PROCEDURES

- The results from Teller #1's sheet must be entered into the minutes.
- The amount of ballots must represent the amount of eligible voters present.
- The ballots must be kept safe for one week for reference, if needed.