

**WVAGP ELECTION PROCEDURE MANUAL:  
Election Rules, Ballot Design, Preferential Voting Method & Timeline  
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**ELECTION RULES: (Taken from WVAGP Bylaws)**

**Section 5.3 – Nominations and Election of Directors:**

**A. NOMINATIONS:**

1. The board of directors will appoint an election committee of five regular members.
2. The committee shall report the official ballot which shall include the names of all nominees who have
  - a) submitted the nominating petition(s) of at least three members and
  - b) who have consented in writing to
    - 1) uphold the bylaws of the association,
    - 2) attend all meetings of the board and
    - 3) accept committee service. The committee shall make no recommendations on nominees.
3. The official ballot shall identify each nominee by name and city; nominees shall be listed on the ballot categorized by constituency represented, then alphabetically by last name. There shall be spaces for write-in votes for as many directors as are to be elected.
4. The committee shall provide for each nominee to include such statement and/or information as the nominee may care to provide, subject to reasonable limitations of space as shall be determined by the committee, and which statement and/or information shall be printed and distributed with the official ballot distributed to the membership.
5. The committee shall be authorized to develop all necessary official forms, procedures, and deadlines for use in properly discharging its duties under this section.

**B. ELECTIONS:**

1. The election of directors shall be by mail ballot, subject to the right of a member to deposit his or her properly sealed ballot directly with the treasurer or his or her designee before the election meeting is called to order.
2. The ballots shall be counted during, and the results shall be announced at the annual meeting.
3. Preferential voting is authorized.
4. In the event of a tie, the decision shall be by lot.

**C. BOARD-ELECT:**

The board-elect shall meet after its election and before the adjournment of the annual association business meeting at a fixed time announced in the notice of the annual meeting, for the sole and

exclusive purpose of electing the president, vice president, secretary, and treasurer for the upcoming term.

### **BALLOT DESIGN:**

The ballot to be used in the election of WVAGP Members will have a very simple layout and the design will be easy to understand. The ballot will consist of all candidates who are eligible to run and will be broken down by sector (State, Federal, Education & Research, Regional/Local Government & Private Sector) and the candidates will be listed in alphabetical order by last name and incumbents identified. The ballot will also show what city the candidate works in. The ballot will also consist of spaces for write-in candidates. In accordance with Section 5.4(3) of the bylaws, the ballot will allow for five open seats in odd-numbered years and six open seats in even-numbered years. With preferential voting being used as the method of deciding the election (see Preferential Voting Procedure) it is important to remember that the voter will be deciding their top candidates regardless of sector for the board by ranking and not marking them with an X. Any ballot that has an X will be automatically disqualified and thrown out. There is more on ranking candidates in the Preferential Voting Procedure section. Appendix A features a sample ballot, along with a spreadsheet in power point that shows how each candidate is selected for each elected position. Appendix A also includes an illustrated example of Preferential Voting (image courtesy of the Parliamentary Education office: [www.peo.gov.au](http://www.peo.gov.au)).

To ensure the privacy of the voter the ballot may be folded and stapled or taped to reveal only the name and signature portion of the ballot and the ballot shall not be fully opened until **all** signature portions are removed. So the ballot is not opened as the signature portion is removed but only after all signature portions are removed.

### **PREFERENTIAL VOTING PROCEDURE:**

The term preferential voting refers to a voting method by which, on a single ballot when there are more than two possible choices, the second or less-preferred choices of voters can be taken into account if no candidate or proposition attains majority.

Once ballots have been collected, it will be determined if any are invalid. Invalid ballots are those that were received after the close of elections or were cast by a voter whose current year dues were not paid by the start of the annual meeting. Any ballots determined invalid will be discarded prior to the tabulation process.

It is recommended using a laptop, projector and the Preferential Voting spreadsheet throughout the tabulation process. Use of these tools in combination has been shown to limit confusion and provide transparency while tallying.

On an appropriate table space, set out some form of demarcation (such as name tents) establishing where ballots for each candidate can be placed, including a discard pile for when a ballot has been exhausted. Begin placing the ballots in separate piles according to first choice. Once all ballots have been distributed, count up the number of first choice votes for each candidate and record these totals in the Preferential Voting spreadsheet as the first pass. If a candidate receives a simple majority (>50%) they are elected and the first round of voting is

complete. If no candidate has received a simple majority after the first pass of the first round, the candidate(s) receiving the fewest amount of votes has their demarcation removed and their associated votes redistributed based on second choice. Only remove multiple candidates if they have the same amount of votes. These redistributed votes are recorded on the Preferential Voting spreadsheet as the second pass. This process of eliminating candidates and redistributing votes by descending choice is continued until a candidate has achieved a simple majority. If a ballot becomes exhausted during the process (for example a voter only indicated their top three choices on a ballot with five candidates and the tallying process moves into a fourth pass), it must be noted on the Preferential Voting spreadsheet on the pass it became exhausted. If all votes have been exhausted and no candidate has received simple majority, the candidate with the highest number of votes is elected. In the event of a tie, the candidate with the greatest number of first choice votes is elected.

For an election where multiple candidates are being elected, the process for electing the first candidate is identical to the process described previously for selecting a single candidate. Once the first candidate has been selected, their name is “scratched” on each ballot and their demarcation is removed permanently from the table space. Ballots are now distributed by choice successively among the remaining candidates, with scratched choices being skipped over to the next choice. This process is repeated until the necessary number of candidates have been elected.

**TIMELINE FOR WVAGP ELECTIONS: (Taken from WVAGP Bylaws & WVAGP Election Committee)**

<b><u>Date:</u></b>	<b><u>Event:</u></b>
90 Days Before Annual Membership Meeting	<i>Call for Nominations; Prospective Nominees will have one week to notify Election Committee if they accept or decline nomination to Board of Directors.</i>
45 Days Before Annual Membership Meeting	<i>Nominee Profiles are due to Election Committee so they can be sent out along with official ballot to WVAGP Membership.</i>
30 Days Before Annual Membership Meeting	<i>Official WVAGP Election Ballot and Nominee Profiles will be sent out to entire WVAGP membership. <b>All Ballots are due to the Treasurer by the time the election meeting is called to order at annual membership meeting.</b></i>
During the Annual Membership Meeting	<i>The Election Chairman or his/her designee will work with the tellers on separating the portion of the election ballot that has the printed name and signature on the ballot and will place them in an area where they will be destroyed upon the election being certified by the tellers.</i>
30 Days After the Annual Membership Meeting	<i>The Election Chairman or his/her designee will destroy the marked ballots.</i>

# 2011 WVAGP ELECTION BALLOT

## Five (5) Seats for the Regular Term Ending 2013

*In the table below, print the names (Last Name, First Name) of your selected candidates, ranking each candidate from 1 to 5, with 1 being your first preference and 5 being your last preference. Write-in candidates are allowed.*

Rank:	Candidate (Last Name, First Name):
1	
2	
3	
4	
5	

SAMPLE

### 2011 CANDIDATES (Only 5 Directors will be elected)

*Select your top five (5) candidates. You can vote for multiple candidates from the same constituency group. You also are not required to select a candidate from each constituency group.*

**Federal**

Taylor, Fred (Ravenswood)

**State**

Sturm, Richard (Ravenswood)  
Rector, Tim (Ravenswood)

**Education and Research**

Brown, Donald (Ravenswood)

**Regional / Local Government**

Braham, Gary (Cottageville)  
Miller, Paul (Ravenswood)  
Anderson, Mark (Spencer)  
Ashworth, Steve (Ravenswood)  
Kennedy, Kent (Ripley)

**Private Sector**

Hinkle, Sue (Ravenswood)

**BALLOT VALIDATION**

*Your printed name and signature is used by the Treasurer to validate ballot eligibility and shall remain confidential. This information shall be detached from the ballot before voting commences. **This ballot is not valid unless the voter has legibly printed and signed his/her name.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

In this example we have ten candidates vying for two elected positions using the Preferential Voting spreadsheet. When selecting the first candidate, we see 37 votes have been cast and at the first pass no candidate has achieved a simple majority. Therefore for the second pass those candidate(s) with the fewest number of votes (*Brown, Braham and Miller*) have their votes redistributed using each ballot's second choice. After each pass the spreadsheet updates to reflect vote total per candidate, providing which candidate has most and fewest votes. This process is repeated until one candidate has achieved simple majority (*Ashworth*).

First Candidate												Exhausted	Total
PASSES	Taylor	Sturm	Rector	Brown	Braham	Miller	Anderson	Ashworth	Kennedy	Hinkle			
1	5	2	3	1	1	1	8	12	4		37		37
2	1	1						1			3		3
3							5	1			6		6
4								1			1	3	4
5							2	4			0	3	9
6											0		0
7											0		0
total	6	3	3	1	1	1	15	19	4	0	53		

  

Second Candidate												Exhausted	Total
PASSES	Taylor	Sturm	Rector	Brown	Braham	Miller	Anderson	Ashworth	Kennedy	Hinkle			
1	9	5	4	1	2	2	10		4		37		37
2		1									1		1
3	1		1				1		1		4		4
4	1	1					4				6	5	11
5	3						3				6	6	12
6											0		0
7											0		0
total	14	7	5	1	2	2	18		5	0	54		

Moving to the second candidate we remove *Ashworth* from the list of possible candidates. We select the second candidate using the same process as for the first candidate, except when a choice indicates *Ashworth* we proceed down to the next choice on that ballot. In this instance *Anderson* is selected by virtue of being the last remaining candidate.

# PREFERENTIAL VOTING

To be elected a candidate must have an absolute majority of votes (more than 50% of the total votes)

CANDIDATES	1ST COUNT	TRANSFER OF VOTES	2ND COUNT	TRANSFER OF VOTES	3RD COUNT
Barry	18	1	19		
Cheryl	35	5	40	7	47
Sonya	41	0	41	12	53
Harold	6				
Formal votes	100	6	100	19	100

*Barry's votes are redistributed according to 2nd preferences*

*Harold's votes are redistributed according to 2nd preferences*

WITH 100 VOTES THE ABSOLUTE MAJORITY IS 51 OR MORE VOTES  
**SONYA IS ELECTED AFTER THE 3RD COUNT WITH 53 VOTES**