

WILDE LAKE VILLAGE ELECTIONS GUIDELINES AND REGULATIONS

Village Elections in Wilde Lake are officially guided by Article VIII, Section 8 of the Wilde Lake Community Association By-Laws. The following rules and regulations are derived from these By-Laws and past Election experiences, traditional practices, and press deadlines. These guidelines are for the benefit of the Village Board, staff, and the Election Chair before, during, and after the Village Elections. The procedures are described according to the timeline of Election activities.

In administering Village Elections, the following major goals should be reached:

1. The Election should be fair and be perceived as fair by the establishment of clear procedures.
2. The Election procedures should encourage potential candidates to run in the Election and encourage people to vote.
3. Elections should be efficient and conducted at reasonable cost.

ELECTION ADMINISTRATIVE RULES AND REGULATIONS

I. BEFORE ELECTION

A. Selection of Election Chair

The Election Chair works very closely with the Village Manager and the Special Assistant to insure that the By-Law requirements are met and that all duties are performed

1. Appointment by Village Board

- a. The Village Board is responsible for appointing the Election Chair during the first Board meeting in January.

2. Duties and responsibilities of Election Chair

In addition to the duties and powers as described in Section 8.02(c)i-ix, the Election Chair has the following responsibilities:

- a. The Election Chair must be completely familiar with the rules and regulations of the Election. It is the Election Chair's ultimate responsibility to the Wilde Lake Village Board that the Elections conform to the By-Laws and that all deadlines, as required by the By-Laws, are met.
- b. The Election Chair coordinates Candidates' Night, and serves as moderator.
- c. The Election Chair and the Staff are responsible for instructions to poll workers who are recruited. It is particularly important that all poll workers clearly understand how to determine voting eligibility, how to read the voters list, and how to handle special problems.
- d. The Election Chair is responsible for validating all ballots.

- e. After the Election, the Election Chair is responsible for posting the official Election results, handling challenges to the Election and submitting an Election Report to the Village Board.

B. Schedule for Election

1. Setting Election Day

- a. The Village Manager is responsible for setting the date of the Election with other Village Managers so that Elections are held simultaneously throughout Columbia.

2. Setting Election schedule

- a. The Village Manager prepares an Election timetable based on the By-Law requirements in January. Important dates are outlined below:

- **April:** Required month for Village Elections
- **January:** Appointment of the Election Chair
- **45 days or more prior to the Election:** Begin accepting nomination petitions
- **45 or more days prior to the Election:** List of eligible voters posted
- **30 days or more prior to the Election:** Finish accepting nomination petitions
- **30 or more days prior to the Election:** Validation of nomination petitions
- **20 to one day prior to the Election:** Receive requests for absentee ballots
- **By April 1:** Mail out absentee ballots
- **21 or more days prior to the Election:** Deadlines for candidates' statements
- **5 or more days prior to the Election:** Publish candidates' statements
- **By 5pm of Business day prior to the Election:** Deadline for absentee ballots
- **5 days after posting Election results:** Deadline for written challenges to the Elections
- **Within 5 days of receiving a challenge:** Election Committee will meet for discussion
- **5 days after Election or until disposition:** Election Chair will hold ballots of any challenge

- b. The Village Manager will consider the need for transition time between the Election of the Village Boards and their taking office on May 1 in order to allow time for challenges to take place and for the Election results to be accepted by the outgoing Village Board.

C. Nomination Petitions

1. Preparation

- a. Each nomination shall show the full name and address of the candidate, his/her signature, and the office (he/she) is seeking.

- b. Room will be provided for twelve signatures of association members, plus space for printed name, address and telephone numbers.

c. Candidates may file for either Village Board or Columbia Council Rep but not both. They may pick up packets for both Positions but may only turn in for ONE position.

2. Validation

a. The Election Chair will declare the petition valid when ten signatures have been verified as members of the association.

b. Association members may sign more than one petition. Each member of the association (including spouses) may each sign the same petition.

D. Election Information Packets

1. Preparation and distribution of packets

a. The Special Assistant is responsible for the preparation of packets for each candidate.

c. These packets are distributed to potential candidates when they pick up their nomination petitions. Packet information will also be available on the association's website.

3. Contents of information packets

a. The information packets for Columbia Council Representative shall include:

1. CA Articles of Incorporation and By-Laws
2. Responsibilities of the Columbia Council Rep
3. All of the information included in the packets for the Village Board listed below:

b. The information packets for the Village Board shall include

1. Village Articles of Incorporation and By-lays
2. Election Information
3. Calendar for Election
4. Biographical/Emergency Forms
5. Declaration of Compliance
6. Responsibilities of the Board of Directors
7. Other information about the Village as prepared by the Village Manager.

E. Candidate's Statements

1. Length

a. Candidates' official statements must be 150 words or less. All words in excess of 150 will be deleted from the statement. Candidates may be asked to supply a shorter statement for use when space will not allow printing the official statements.

2. Publication

- a. If the statements are reprinted in the Columbia Flier, the Village Manager will inform the candidates of any space limitations.
- b. The statements shall be posted in the lobby. If possible they should be posted at the same height or in a manner that the average adult can read without difficulty.

F. Volunteers for Election Day

1. Recruiting

- a. The Election Chair and staff are responsible for recruiting workers to staff the polls on Election day.
- b. The Election Chair is responsible for the supervision of poll workers on Election day and for answering their questions during Election hours:

2. Training

- a. Each poll worker must receive clear instructions or a letter at least one week prior to the Election. All workers are encouraged to attend a training session before Election Day, usually held immediately before Candidates' Night.
- b. Poll workers should be encouraged to arrive at least 15 minutes before their shifts begin in order to review and observe procedures. Questions on procedures will be answered at this time.

G. List of Eligible Voters

1. Acquiring voters list

- a. The Village Manager is responsible for securing a list of eligible voters according to the By-Laws.
- d. The list of property owners shall be obtained from Columbia Association assessment computer printouts.
- e. The list of apartment tenants shall be a list of apartment dwelling units, not residents of the units, for each apartment complex.

2. Format of list

- a. Two lists of property owners should be available at the polls, one printed out in alphabetical order by owner, one by address. Both are important to validate all possible ballots.
- b. A current list of apartment dwelling units must be available.

H. Regular and Absentee Ballots

1. Preparation

- a. The Staff is responsible for the preparation of all ballots. In September 2013, the Wilde Lake Village Board approved use of a joint Business Reply Mail Account with five other Villages which is used for the return of absentee ballots.
- b. Absentee ballots will be mailed to all eligible voters.
- c. The order of names on the ballot is determined by lot at time set by the Election Chair.

2. Absentee Ballots

- a. Absentee ballots will be available as provided by the By-Laws.
- b. Only absentee ballots may be submitted by mail.
- c. Absentee ballots are not accepted on Election Day.

3. Procedures for validating ballots

- a. Regular ballots will be validated during the Election and after the close of the polls.
- b. Absentee ballots are validated last.
- c. The Election Chair will slit absentee ballot return envelopes, verify addresses and sort absentee ballots on Election Day during voting hours. Ballots remain in the envelopes until the polls close. Each candidate may designate an observer to watch as the absentee ballots are sorted. The name of the observer must be provided to the Election Chair by 5pm on the day before the Elections. At no time may the observer handle the ballots.

II. DURING ELECTIONS

A. Voting Places

1. Voting tables should be in a clear, obvious place, not obstructed by other special events or displays
2. People setting up poll sites should be aware of the electioneering boundaries. Such boundaries should be clearly marked.

B. Electioneering

1. Electioneering boundaries
 - a. No electioneering is allowed within 100 feet of the polling tables.
 - b. Poll workers should take care to remove any electioneering hand-outs from the voting tables.
 2. Violations
 - a. The Election Chair is responsible for warning candidates and their representatives if they electioneer within the electioneering boundary.
 - b. If a serious problem results, the Election Chair should document the violations in writing and may recommend that the Village Board invalidate the Election.
- C. Who Can Vote?
1. One vote per property
 - a. The Articles of Incorporation specifically state that there shall be one vote per property.
 - b. The vote shall go to the Owner or tenant from the residence. Both owner and tenant may vote for the same property.
 - c. The voter shall be 18 years of age or older and must provide a copy of a current lease if residing with the property owner.
 2. Eligibility and Identification
 - a. A member will be considered eligible to vote if she/he can present an identification showing current address to be in Wilde Lake Village.
 - b. The Election Chair should publicize, along with the names and statements of candidates, information about who can vote and I.D. requirement in order to encourage voter turnout.
- D. Voters Lists and Procedures for Validating Ballots at the Polls
1. Voters lists
 - a. There should be two to four poll volunteers at the polling table, each with a part of the official voters list.
 2. Validation of property owners
 - a. After showing suitable I.D, property owners whose names are on the voters list will be checked off by the poll worker. A ballot will then be issued to them.
 - b. Property owners whose names are not on the voters lists will record names on the printout next to their address for further verification. They will then place their ballots in a cover envelope with their name and address on the outside, and the ballot, in the envelope will be placed in the ballot box.

- c. An apartment tenant will be checked off the apartment unit at the appropriate address.

III. AFTER ELECTIONS

A. Vote Count

Each candidate may designate an observer to watch the counting process. The name of the observer must be provided to the Election Chair by 5pm on the day before the Elections. At no time may the observer handle the ballots.

1. Setting up for the vote count
 - a. Members of the Election Committee and poll workers shall count the ballots. The Election Chair is responsible for the smooth processing and counting of the ballots.
 - b. The vote count shall be held in a room separate from post-Election socializing.
2. Preparation and validation of ballots
 - a. All ballots will first be scanned to be sure none has more than five (5) votes cast for Village board slots and no more than one (1) ballot cast for the Columbia Council Representative. If part of the ballot is invalid, only the invalid section will not be used in the count.
 - b. The Election Chair validates the absentee ballots. These ballots are added to the others if it can be determined that no other vote was cast for the property.
3. Counting the ballots
 - a. The ballots are divided into piles of up to 50 ballots and each pile of ballots is assigned two (2) counters.
 - b. Each counter records ballots on a counting grid. The grid shall be numbered vertically from one to 50 and have candidate's names across the top. Each pile of ballots shall be numbered from one to 50. Each ballot shall be assigned a separate line.
 - c. Each team counts one pile of 50 ballots twice on separate grids. The grids are totaled and compared for accuracy. If a discrepancy exists, the pile of 50 ballots shall be recounted until the discrepancy is resolved.
4. Official Election results
 - a. After the ballots are counted, the official Election results are posted by the Election Chair.
 - b. Only the Election Chair is authorized to post publish, announce or otherwise release the Election results. The Election Chair also acts as the only spokesperson for the committee.
5. Challenge procedure
 - a. Challenges to the manner in which the Elections were conducted must be in writing and submitted to the Election Chair within five (5) calendar days after the posting of the

Election results. The By-laws do not allow for request for re-count except in the event of a tie.

- b. After receiving a challenge the Election Chair will make any recommendations to the Village Board within seven (7) days.
 - c. The Election Chair is not required to consider any challenges, unless they could affect the results of the Election, until after the Election is certified. The Election Chair should then evaluate the Election procedures and the complaint, and make recommendations in the final report of the Election.
6. Certification
- a. The Election Chair certifies in writing the Election results to incumbent Board after deadline to challenges to Election.
 - b. The Village Board shall certify, or invalidate, the Election after reviewing the Election report submitted by the Election Chair.
 - c. The Election Chair will submit its report at the first Village Board meeting in May.

Approved by the Wilde Lake Village board 1/17/91

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