

Woodland Area Pickleball Association

General Election Policies and Procedures

(revised November 2024)

General Election Policies and Procedures

The Woodland Area Pickleball Association (WAPA) is a volunteer-run organization governed by an elected Board of Directors (BOD) and appointed members-at-large. WAPA conducts a general election in January of each year to elect the President, Vice President, Secretary and Treasurer to one-year terms that begin April 1 of every year according to Article 4 of the WAPA Bylaws (see last page).

Each WAPA member in good standing (current paid-up General or Sustaining membership by the day that voting begins) is eligible to vote for the four BOD positions. Voting is not open for “junior” WAPA members who are younger than 18 years old. The election is announced through membership emails, through standard WAPA communication channels including WhatsApp, Woodland Pickleball webpage, and via other social media channels as appropriate. Voting is open for no less than two full weeks and ends on January 31 of each year (see Article 4.2.3). Following ballot tabulation and verification, the winners of the annual election are announced by second week of February. Communication of election winners occurs both through standard communication channels and at the WAPA Annual Meeting to be held in February of each year (see Article 4.3). New and re-elected officers assume their positions on April 1 of each year. Newly elected officers and are invited to attend the March Board of Directors meeting to allow for transition to their new roles.

Nominating Committee Roles and Responsibilities

The BOD should discuss the annual election process and consider individuals for the WAPA Nominating Committee during their November board meeting every year. The Nominating Committee is appointed by the current BOD by the end of November and should consist of a minimum of three individuals who are not seeking an elected BOD position themselves. The purpose of the WAPA Nominating Committee is to identify and recruit individuals who would like to run for elected Board of Director positions. Specific roles and responsibilities include the following:

1. The Nominating Committee should consist of a minimum of three WAPA members in good standing.
2. Nominating Committee members must not be seeking an elected position themselves. However, current WAPA BOD members can be appointed to the Nominating Committee if they are not seeking reelection and/or if they hold member-at-large positions.

3. The BOD should make every attempt possible to have the Nominating Committee represent the diversity of the WAPA general membership, and seek individuals who have the time and dedication necessary to be actively involved in this aspect of WAPA governance and democracy.
4. Members participating in the Nominating Committee should avoid any conflicts of interest so as not to make undue influence on the slate of candidates or the election process in general. This includes campaigning for the candidates they recruited.
5. Nominating Committee members are highly discouraged from campaigning
6. The Nominating Committee must identify and/or recruit individuals to run for the four elected positions of WAPA President, Vice President, Secretary and Treasurer. The candidates need not be WAPA members at the time of nomination, but must officially join WAPA by the day voting opens. Nominating Committee to work with WAPA Membership Director to confirm membership status of candidates.
7. The Nominating Committee can recruit candidates through any appropriate means including personal communication, standard WAPA communication channels, and social media.
8. The Nominating Committee must reach out to current elected BOD members and ask if they are interested in running for their current position as incumbent, or for a different BOD position.
9. The Nominating Committee must collect a Candidate Statement and photo from each candidate.
 - a. Candidate Statements should be limited in word count with those guidelines provided to candidates when they announce their intention to run for office.
 - b. If Candidate Statement exceeds word count, work with candidate to edit/revise statement.
 - c. Provide deadline to receive final edited candidate statements and photos at least two weeks prior to the open of voting.
 - d. All Candidate Statements and photos must be stored electronically in a single location to allow for ballot development and for archival purposes.
10. The Nominating Committee must present a slate of candidates (i.e., the name of the candidate and the position they are seeking) at the January BOD meeting. The Candidate Statements and photos should not be shared with the BOD at this time or at anytime prior to the release of the official ballot.
11. The Nominating Committee must provide all candidate statements and photos to the Elections Committee for the preparation of the ballot immediately after the January BOD meeting.

12. The Nominating Committee should coordinate with the Elections Committee to assure an objective, transparent and non-biased elections process, and provide assistance as requested.

Elections Committee Roles and Responsibilities

The purpose of the WAPA Elections Committee is to run a fair and objective annual election process and to instill confidence in the results of the election. The most important responsibility of the Elections Committee is the confidential collection and tallying of election results. The Elections Committee can consist of the same members as the WAPA Nominating Committee, although the responsibilities are focused on conducting a free and fair election, not the nomination of candidates. It is imperative that the WAPA Membership Director be standing member of the Elections Committee unless the Membership Director is running for an elected position. This is so that verification of ballots according to membership status can be conducted in an impartial and confidential manner. Specific roles and responsibilities of the WAPA Elections Committee include the following:

1. The WAPA Elections Committee should consist of a minimum of two members in good standing.
2. The Elections Committee should include or have direct liaison with the WAPA Membership Director, unless that person is a candidate for an elected position. If so, another person who has access to WAPA membership rolls needs to assist the Elections Committee.
3. The Elections Committee should be made up of different individuals than the Nominating Committee to avoid any undue influence on the election process or outcome.
4. Members of the Elections Committee must not be running for an elected BOD position.
5. Members of the Elections Committee must not campaign for any candidate or incumbent.
6. The Elections Committee members **must abide by strict confidentiality** in all matters, including but not limited to:
 - a. Maintaining confidentiality of all individual voting results or ballot selections
 - b. Do not provide any preliminary vote tallies **of any kind** while balloting is open, including any summary statistics of balloting results even if requested by the current BOD and/or verification that a ballot has been received by any

individual WAPA member except when requested by the individual, themselves.

- c. Maintain a separate WAPA elections email/document account with strict control over login credentials for the purposes of distributing, collecting, tallying, verifying, and announcing the election results. The Elections Committee should consider regular updates to login credentials during open balloting to maintain strict control over access.
 - d. Conduct any meetings for verification of balloting and tabulating results **in person** so that preliminary results are not inadvertently shared in a virtual meeting platform or phone call.
7. Work with the Membership Director to announce a push for membership ahead of voting so that everyone has a chance to join WAPA and vote. Confirm that all persons running for BOD positions are WAPA members in good standing by the open of balloting.
 8. Prepare electronic ballot based on the Candidate Statements and photos provided by Nominating Committee. Ballot should consist of a simple selection poll with candidate names and office sought (e.g., Google form), accompanied by consolidated candidate profiles and pictures as a separate document.
 9. Open balloting no later than January 17 of every year to allow for two full weeks of voting. Work with WAPA Social Media Director to provide balloting announcement and candidate profiles. Email ballot and candidate profiles to all WAPA members using separate WAPA Elections email account. Provide regular reminders during voting period. Announce close of voting on January 31.
 10. Close balloting and collection of responses.
 11. Conduct ballot tabulation and verification process (**conducted with strict confidentiality**):
 - a. Verify that every individual who cast a ballot is a WAPA member in good standing. Delete ballots from non-WAPA members; must be verified by two Elections Committee members prior to deletion.
 - b. Verify that ballots were received (timestamped) by 11:59PM January 31. Delete ballots submitted after close of voting; must be verified by two Elections Committee members prior to deletion.
 - c. Delete any duplicate ballots (e.g., WAPA member voting on two separate email addresses). NOTE: WAPA members in a household sometimes share an email address. In this case, the verification of duplicate ballots must include first and last name not just email address. Must be verified by two Elections Committee members prior to deletion.

- d. Summarize total number of votes and percentage of votes cast for each candidate for the four BOD positions: President, Vice President, Secretary and Treasurer.
 - e. Finalize and record results by second week of February.
12. Report results to WAPA general membership by standard communication channels and social media. Provide total number of votes and percentage of votes cast for each candidate and announce final winners.
 13. Present election results at WAPA Annual Meeting and respond to any questions or concerns of voting process at that time.
 14. Document process for WAPA records, including any issues and suggested improvements for the following year.

Bylaws of the Woodland Area Pickleball Association (WAPA)

(Adopted March 30, 2022)

ARTICLE 4 - NOMINATION AND ELECTION OF BOARD OF DIRECTORS "BOD"

4.1: WAPA shall be administered by a BOD consisting of 4 elected positions from among the general membership and member-at-large positions appointed by the elected members of the BOD.

4.1.1: The BOD shall be made up of at least five (5) members and not more than ten (10) members. All members of the BOD shall serve a one (1) year term. All terms expire on March 31 of the current calendar year.

4.1.2: All BOD members are considered officers of the Association.

4.2: A nominating committee shall be appointed by the BOD for the purpose of nominating candidates. A nominating committee will prepare a slate of candidates to be presented to the officers by January 10th.

4.2.1: The nominating committee shall nominate at least one (1) candidate for each elected BOD position. The elected BOD positions shall be President, Vice President, Treasurer, and Secretary.

4.2.2: Ballots with the slate of candidates will be communicated to the general membership by the fifteenth day of January.

4.2.3: All ballots should be returned to the Nominating Committee no later than January 31st.

4.3: Election results will be announced at the February annual meeting and the elected members of the WAPA BOD shall assume their duties on April 1.

4.3.1: All member-at-large positions shall be appointed by the newly elected members of the BOD at the annual February meeting and will assume their duties on April 1.