



Title: Voting and Elections

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1 Objective:

To create general guidelines governing the voting process primarily for the election of Directors and for other matters as established by Highline Electric Association (HEA) Articles of Incorporation and Bylaws. These guidelines are intended to insure the fairness, impartiality, confidentiality, transparency and integrity of the voting process.

2. Policy:

The Board of Directors from HEA shall not take a position of support or opposition for any individual candidate for a board election. Resources of the association shall not be used to support or oppose a candidate for election. During the 2 months prior to an election board members are prohibited from sending individual newsletters using cooperative resources. Each Member of HEA shall be entitled to one vote upon each matter submitted to a vote at any meeting of the Members. Each Member shall be entitled to a vote at the election of directors for as many directors as there are directors to be elected. At all meetings of the Members at which a quorum is present, all questions shall be decided by a vote of a majority of the Members voting in person and, for the election of Directors and where authorized by resolution of the Board, by mail, and in the case of elections where more than two candidates are running, the candidate with the most votes shall be declared the winner, except as otherwise provided by law, the Articles of Incorporation or Bylaws.

Candidates for positions on the board of directors, as well as incumbent directors, shall have access to Highline membership lists. Candidates shall be entitled to receive membership lists in a usable format, on the same basis and at the same time as such lists are made available to incumbent directors running for reelection. In such cases, candidates and incumbents shall use such lists only for purposes of the election and shall return or destroy them immediately after election.

I. Election Supervision

If necessary and when practicable, and not less than ninety (90) days prior to any meeting of Members where a contested election may occur, the Board of Directors shall appoint an independent third party (such as a Certified Public Accounting (CPA) firm, professional electioneering firm, League of Women Voters or other designee) to receive, prepare and secure the return envelopes containing ballots, and at the appropriate time, tabulate ballots and report voting results to the Board. When an independent third party is used, that third party shall be responsible for all election duties of the Manager of Member and Corporate Services or designated employee.

The Credentials and Election Committee will oversee the election and voting process. The Credentials and Election Committee responsibilities include, but are not limited to, resolving all issues or questions that may arise with respect to the election and voting process, the validity of Members' signatures on nominating petitions and return envelopes, the registration of Members, the tabulation of ballots and any challenges to the election and voting process.

II. Nomination, election and voting requirements

Elections for members of the Board of Directors will be held at the annual meeting of the association. The date, time and location for the annual meeting will be posted on the association's website no less than six months prior to the meeting.

- A) Any member in good standing who meets qualifications in Bylaws of the association is eligible to submit a nominating petition to become a candidate for the Board of Directors. Nominating petitions must be signed by at least 15 qualified members of the association and submitted to the Board no less than 45 days prior to the election. Those members signing such petition must be residents of the district in which the vacancy for the office or directors occurs.
- B) Ballots shall be mailed to all Members of the association at their billing address with the Notice of Annual Meeting between seven and fourteen days prior to the Annual Meeting.
- C) All mail ballots shall contain a return envelope which must be signed by the member. Return envelopes must include a privacy sleeve to conceal the markings on the ballot. Members who vote by mail are not allowed to vote at the annual meeting
- D) The deadline for mailing ballots shall be posted on the association website at least 3 months prior to the deadline. Information on how to become a candidate and the schedule of elections shall be mailed to each member and posted on the association website no less than 2 months prior to the date nominating petitions are due. The ballot position of a qualified Director candidate will be determined on a random basis prior to the publication of the ballot.
- E) The "Notice of Annual Meeting" that is mailed to Members with the ballot shall contain voting instructions and biographical information about each qualified Director candidate. Candidates will be identified by name, hometown, and length of Membership.
- F) From time to time, a Member may request a replacement ballot. The Member will be advised that they may vote in person at the Annual Meeting. Should that be unsatisfactory, a ballot and attendant information will be reissued to them. Should HEA receive more than one ballot from any one Member, all ballots from said Member will be declared invalid.
- G) The Manager of Member and Corporate Services or designated employee will receive the return envelopes and maintain care, custody and control of the return envelopes until the tabulation process is completed. The tabulation process shall be completed by the Credentials and Election Committee. Candidates or their representative shall

be given the opportunity to be present during the ballot tabulation.

III. Voting Qualifications

Only Members of HEA may sign a nominating petition and only Members may vote at regular and special meetings of Members.

As a practical matter, HEA asks Members to certify their Membership by their signature on petition forms and return envelopes containing ballots. HEA verifies Membership based upon that Member's record and application for service. From time to time, such signatures vary from our records requiring a determination of validity. Using the philosophy of allowing as many Members as possible to express their opinion, determinations of validity will err on the side of acceptance.

Specific Membership types and acceptable signatures for each include, but are not necessarily limited to, the following:

- A) Individual Membership - The Member of record's signature. In the case of a joint Membership, one signature from any joint Member is acceptable on a return envelope, and one signature is acceptable on a nominating petition.
- B) Corporate Membership - The signature of an officer or assistant officer of the corporation such as President, Vice-President, Secretary or Treasurer.
- C) Unincorporated Entity Membership – The signature of an authorized representative.

The Credentials and Election Committee will determine signature and Membership validity including but not limited to clear evidence of a signature by someone other than the Member. Unsigned return envelopes will invalidate any ballot contained therein and will remain unopened until after the Annual Meeting. More than one return envelope from any Member will invalidate all ballots from that Member.

IV. Ballot Procedures

For each election a printed ballot and a special envelope for the concealing of such ballot by each Member who votes, together with a return envelope containing a signature line by the voting Member shall be mailed to each member. Each Member shall be instructed that if he or she wishes to vote, the ballot shall be marked in accordance with instructions to be placed on each ballot, such ballot shall then be placed in the special envelope, and the special envelope containing the ballot shall then be mailed to the designated location in the return envelope, which must be signed by the Member. Return envelopes not signed by a Member shall not be counted.

Generally, the process of receiving, preparing and securing the return envelopes will be in the care, custody and control of the Manager of Member and Corporate Services or designated employee.

- A) Return envelopes will remain unopened and secure until the tabulation process begins at the designated time and location prior to the business portion of the Annual

Meeting of Members.

- B) The return envelopes shall have affixed to them a Member name and address label generated from the Membership records of HEA. The envelopes shall have a signature block for the Member's signature, printed name and title. Other appropriate information and directions will also be provided.
- C) The manager of Member and Corporate Services and designated employees who are assisting shall 1) maintain an accounting of the number of return envelopes 2) sort the envelopes into groups after comparing the Member label to the signature block. The groups include: i) envelopes signed by the Member, officer or authorized representative, ii) envelopes unsigned, iii) envelopes to be reviewed by the Credentials and Election Committee for their determination of validity.
- D) Questions or concerns raised by the candidate regarding the handling of return envelopes should be directed immediately to the Credentials and Election Committee for their immediate review and determination.
- E) The Manager of Member and Corporate Services or designated employee will transport all return envelopes to the site of the Annual Meeting of Members and maintain custody and control during meeting registration and tabulation, as well as supervising the in-person voting process.

V. Registration

An important part of the Annual Meeting of Members is registration of Members to determine the presence of a quorum and, if required, to verify Membership for voting purposes. The registration process is handled by HEA staff and employees prior to the start of the business portion of the meeting.

- A) In person balloting will be available to Members prior to the business portion of the Annual Meeting of Members for a specific period of time. In person balloting is not allowed for Members who have voted by mail prior to the annual meeting.
- B) A qualified Director candidate may have a representative observe the registration and voting process. Questions or concerns, raised by the candidate's representative, regarding the registration and/or voting process should be directed immediately to the Credentials and Election Committee for their immediate review and determination.
- C) No person shall be allowed to electioneer, photograph, videotape or tape record any activity in the registration and voting area while an election is in progress. Nor shall unauthorized persons congregate within the registration and voting area. Such area shall include the interior of the building where registration and voting is taking place.
- D) Any question, concern, dispute or inquiry regarding any election or voting issue that might arise during the registration and voting process will be submitted in writing to the Credentials and Election Committee for their immediate review and determination. Any form of written submittal to any member of the Credentials and Elections Committee shall be sufficient. The committee may respond to non-written questions but such shall not be considered a legal form of inquiry.

VI. Tabulation

Once balloting has been closed, the Manager of Member and Corporate Services or designated employee shall supervise the transport and be in control of all return envelopes and any ballots cast in person to a secure site to begin the ballot counting process. The Credentials and Election Committee will supervise HEA employees in the opening of the return envelopes, removal and opening of the special ballot envelope, the removal of ballots and the counting of ballots.

- A) A qualified Director candidate may have one representative observe the tabulation process. The representative must be presented to the Credentials and Election Committee in advance. The candidate's representative shall not interfere with the counting process or make challenges until the final count is tabulated. Such challenges are to be made to the Credentials and Election Committee in writing.
- B) The Credentials and Election Committee shall oversee the counting, cross-checking, recording and reporting the result. Handling questionable or irregular ballots will be determined immediately by the Credentials and Election Committee, in consultation with the Manager of Member and Corporate Services or designated employee if necessary.
- C) In the event that an election contest is won by a margin of 1% or less of total votes cast for that Director District position or that particular question, the Credentials and Election Committee will automatically recount all ballots appropriate to that Director District position or particular question.
- D) In the event of a tie vote in a Director election, the outcome of the election shall be decided by the flip of a coin conducted by Credentials and Election Committee in the presence of the Board of Directors and the candidates. In the event of an election tie on any other issue, the election outcome shall be decided by a vote of the Board of Directors at the next regular meeting of the Board.
- E) The Credentials and Election Committee will certify the results of the election and provide written certification to the Board of Directors as soon as the results are available.
- F) All return envelopes, ballots and any materials used in conducting the count shall be preserved and turned over to the Manager of Member and Corporate Services for safekeeping. These envelopes, ballots and materials will be preserved by the Manager of Member and Corporate Services for a period of not less than ninety (90) days.

VII. Challenges

Any qualified Director candidate may challenge the correctness of any announced result of a Director election in which he/she was a candidate. Should a challenge be presented it shall be made in writing, specifically asking for a recount, addressed to the Credentials and Election Committee and presented within 10 calendar days from the close of balloting. The Credentials and Election Committee will authorize a recount at the

requesting candidate's expense; to be performed in the same manner as, and by the same Credentials and Election Committee, if available, that performed the original vote count.

Due to the nature of the balloting by mail process as required by State law, any challenge by a qualified Director candidate of the balloting by mail process, method of handling return envelopes, validation of Members signatures, acceptance or rejection of return envelopes and/or other issues relating to balloting by mail must be made prior to the close of balloting at the Annual Meeting of Members. Any challenge so raised must be directed in writing to the Credentials and Election Committee for their immediate review and determination. Once balloting closes, the return envelopes are opened, the special ballot envelope containing the Member's ballot will be removed, eliminating any method of identifying any ballot from any other. Once balloting is closed, challenges to the ballot by mail process will be denied.

VIII. Dispute Resolution

The Credentials and Election Committee shall have the authority to rule on all questions that may arise with respect to the validity of nominating petitions, validity of Member signatures, the registration of Members, counting of ballots cast in any election, determination of the validity of any ballot irregularly marked or cast, rulings upon all other questions that may arise relating to the ballot by mail process, Member voting and the election of Directors, and decisions upon any challenge, protest or objection made with respect to any election or conduct that may affect the results of any election. The Credentials and Elections Committee decision on all such matters shall be final.

In the event any clause or provision of these guidelines shall be adjudged to be invalid or void, or determined to be in conflict with HEA Articles of Incorporation, Bylaws, existing laws, rules and regulations of the United States of America, State of Colorado, or any governing body having jurisdiction over HEA, then and in that event, such laws, rules, and regulations shall take precedence over the particular guideline and the fact that any such clause or provision may be invalid or void shall not serve to invalidate the remaining guidelines, clauses and provisions contained herein.

3. Responsibility:

It shall be the responsibility of the Board of Directors and the Credentials and Election Committee to carry out the terms of this policy.

Approved by the Board of Directors

Date Approved:

August 17, 2012

President

Secretary