

## Detailed Voting Process

### 1. Who can vote

- a. One vote per membership (business or individual)
- b. Only the primary / point of contact listed on the membership may cast the ballot
- c. Votes cannot be transferred, split, or delegated

### 2. When & Where

- a. Voting is in person only at the November 10 Chamber meeting, at the Trails Regional Library – KN Branch
- b. No proxy votes, no mail-ins, no electronic votes for this election

### 3. Check-In Procedure

- a. At meeting check-in, the primary contact is verified on the membership list.
- b. Each eligible primary contact receives one paper ballot, logged in the ballot issuance record.
- c. If a mistake is made, the spoiled ballot must be returned and exchanged for a new one.

### 4. Casting a Ballot

- a. Mark your ballot privately.
- b. Fold the ballot and place it directly into the official ballot box.
- c. All ballots must be submitted before polls close.

### 5. Closing of Voting

- a. The President (or Election Lead) will announce:
  - i. A 2-minute warning.
  - ii. Then formally declare voting closed.
- b. No ballots will be accepted after the box is closed.

### 6. Counting Ballots

- a. The ballot box will be opened in view of at least two impartial volunteers
- b. Volunteers count ballots together, verifying:

- i. Total ballots match the issuance log
    - ii. Each ballot is valid (no overvotes, no signatures/marks identifying the voter)
  - c. Ballot totals are recorded on the official Tally Sheet
  - d. Both volunteers sign the Verification Form confirming results.
7. Results and Records
- a. Results are shared with nominees first, then announced to members.
  - b. The Secretary retains all election materials (ballots, tally sheets, issuance log, verification form) in sealed envelopes for records.
8. In Case of a Tie
- a. If a tie occurs, a runoff ballot will be held immediately between the tied candidates.
  - b. If the runoff also ties, a random drawing (lot/coin toss) will determine the winner, witnessed by impartial volunteers.