

General New Cafe Election Procedures

- 1) An election committee comprised of at least three members will be appointed by the board of directors and authorized to run the election(s) in question.
 - 2) The members of the Election Committee shall serve as hosts in the election forum for the duration of the election(s) in question.
 - 3) The election committee shall adhere to the established format of an open nomination period followed by a discussion period, followed by the voting period. Exact dates and time periods are left to the discretion of the election committee.
 - 4) The election forum shall follow an established format, including topics dedicated to:
 - Job descriptions
 - Nominations, seconds, and acceptances
 - Candidate statements
 - Candidate question and answer
 - General discussion
 - Voting instructions
 - Acknowledgment of receipt/tally of votes
 - 5) Site-wide banners shall be used to raise awareness about current elections.
 - 6) Candidates must be nominated (or self-nominated and seconded) and must accept the nomination prior to the close of the nomination period.
 - 7) Qualification of candidates; all qualified voters who are not disqualified due to conflict of interest due to holding other offices. Please refer to Conflict of Interest Restrictions (forthcoming).
 - 8) Votes in New Cafe elections shall be sent via email to a special cafe email address set up exclusively for the specific election in question which will forward to all three election officials.
- In the event that New Cafe tech people cannot get this to work, election committee officials may set up an email address independently, ensuring that all three officials are receiving votes.
- 9) Candidates shall be elected by a simple plurality; that is, whoever gets the most votes wins.

In the event of a tie, there will be a run-off election involving only the candidates who were tied for the most votes.

In elections in which one position is being filled, voters may vote for only one candidate.

In elections involving multiple positions (such as board members), voters may cast a vote for each open position. For example, if there are five open board positions up for election, voters may vote for five candidates. In this type of election, the candidates who receive the top five highest vote counts will fill the positions.

10) Candidates who run unopposed shall be declared the winner by acclamation.

11) Qualification of voters; all members in good standing who joined the cafe at least six months prior to the beginning of the election AND who have logged in at least once in the three-month period prior to the beginning of the election shall be considered qualified voters. Nuts and Bolts will assist in any cases where technical assistance is needed to verify qualification.

12) The election committee shall give voting instructions regarding how voters should format their email votes. The election committee might choose to provide a "ballot" that voters will be instructed to cut and paste into their emails. The degree to which voters will be required to adhere to these instructions will be left up to the discretion of the election committee.

13) "Re-voting" is not permitted. The election committee will count only the first email ballot received from each voter. Subsequent ballots received from an email address from which a vote has already been registered will be discarded.

14) Ballots must be sent from each voter's "official" email address (the email address listed in the voter's profile). The election committee shall attempt to contact anyone whose ballot originated from a different email address in order to remedy the situation prior to the polls closing. Emails that aren't able to be confirmed prior to the close of the polls will not be counted as valid votes.

15) Only votes for established candidates will be accepted. Write-in votes will not be counted by the election committee.

16) Acknowledgment that each vote has been received/tallied shall be posted in a dedicated topic by a representative of the election committee, ensuring that voters are identified only by their user id so that names and email addresses remain private.

17) The election committee will tally and post the results of the election and declare a winner/

winners within three days of the close of the voting period.

18) The election committee shall do everything within their power to ensure that votes are accurately counted and tallied, and to preserve the secrecy of the secret ballot. Election committee members should never, under any circumstances, reveal anyone's vote, either privately or publicly. The membership of the cafe has entrusted the election committee with this task, and it is their solemn duty to uphold this trust.