

Carquinez Model Railroad Society Standing Rule A4 - Voting Procedures

A. Scope

1. This Standing Rule addresses procedures and guidelines regarding balloting (voting) actions by the General Membership.
2. The Bylaws and other Standing Rules define the required votes for various actions and any participation requirements. Unless specifically required in the Bylaws or another Standing Rule, a simple majority vote shall be required from a quorum as defined in the Bylaws.
3. If there is a conflict, the Bylaws override this Standing Rule.
4. This is a Class A Standing Rule.

B. Types of Balloting

1. There are two types of balloting:
 - a. Open balloting, with or without absentee ballots
 - b. Secret balloting, with or without absentee ballots
2. Secret balloting is required for the following actions:
 - a. Amendments to the Bylaws
 - b. Class A Standing Rules
 - c. Biannual and special elections of the Board of Directors. Such elections shall be executed as a secret ballot in addition to absentee balloting.
 - d. Changes to membership dues
 - e. Special assessments
 - f. Disciplinary actions
 - g. Such actions and motions which the Board of Directors determines absentee or secret balloting is necessary and appropriate, and
 - h. When requested and seconded by Senior Members at the time a motion is seconded.
3. Absentee ballots shall not be tabulated toward and applied to the establishment for a meeting's quorum unless the agenda of the meeting is solely for the action being voted.
4. Members may discuss pending actions with other Members, including use of the CMRS email list. However, discussion in public forums is not allowed, i.e., internal issues should be kept internal to the CMRS.

C. Open Balloting

1. Members may participate in the Business meetings by means of teleconferencing. Such participation shall be considered as present to the Business meeting; thus their participation contributes to fulfilling the quorum requirements and can participate in the meeting in the same manner, including the ability to make motions and vote.
2. Open balloting on general actions shall be executed by a show of hands so a count can be made. Members participating by teleconferencing, shall individually verbalize their vote. The vote shall be recorded.
3. The vote shall be based on Members present and voting plus absentee ballots (if applicable).

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D. Secret Balloting

1. For any action requiring a secret ballot, written ballots shall be prepared and distributed to the all eligible Members.
2. The vote shall be based on Members present and voting plus absentee ballots (if applicable).
3. The Secretary shall provide at least a two week notice to all members via email or U.S. mail announcing the motion or election.
4. At least two balloting officers shall be appointed for the vote. The balloting officers shall collect the votes, including absentee votes as applicable, and perform the count away from the General Membership. The balloting officers shall provide the tally to the Secretary for recording and declaring.
5. For a secret ballot, teleconferencing Members will only count toward the quorum, and may only vote by having previously submitted an absentee ballot.

E. Absentee Balloting

1. Absentee balloting may be requested by any Senior Member for any open or secret action. The request must be seconded by a Senior Member. Such requests shall be made at the time the motion is created.
2. If absentee balloting is approved, then the formal vote on the motion shall be deferred for at least two weeks to provide sufficient time for the absentee ballot process.
3. Secret balloting shall be conducted in accordance with Section D.
4. For open absentee balloting, the Secretary shall notify the entire membership and provide absentee ballots, in electronic or hardcopy form as requested, to those members that request an absentee ballot.
5. For secret absentee balloting, the Secretary shall notify the entire membership and provide absentee ballots, in electronic or hardcopy form as requested, to those members that request an absentee ballot. Absentee ballots must be received by the Secretary before the vote is called for and executed. To be accepted and tabulated, the unsigned ballot must be placed within a ballot envelope, which must be signed and dated with the membership number by the absent Member. The obligation to request and submit an Absentee Vote ballot shall be the responsibility of the Member.
6. The written and absentee ballots for secret balloting shall be handled in a manner to allow a Member's vote to be unknown to fellow Members.

End of Rule