



## **IDF Elections Policy** **Approved by the IDF Board**

### **1. Overview & By-Laws**

IDF members elect a Board of Directors to manage IDF in pursuit of the IDF Mission. This document supplements the IDF Bylaws to define how elections for the Board of Directors are to be conducted.

The Election of Directors is held electronically and must be open for at least 30 days (i.e. at least 30 days' notice must be given of the closing date).

The election must be held in the last 2 months of the year.

The staggering of Director positions is approved by Congress.

The purpose of this document is to outline the election procedure supplementary to what is specified in the Bylaws.

### **2. Definitions**

Abstain – An option a voter may choose to abstain from voting in any section of the ballot instead of ranking preferred candidates for that position.

Ballot – A document (web form) within which a voter expresses preferences for each open position. A valid ballot is complete according to this policy and uncontested. A ballot is cast when it is sent from the web form to each Nom Com member directly.

Candidate – A nominee once approved for candidacy by Nom Com. Candidates may run for multiple positions and will have indicated their desired position(s) in order.

Day – Days that are deadlines end at 12:00 UTC the following day (i.e. at midnight in the time zone 12 hours behind Greenwich (International Date Line West).

Delegate – a person who represents a IDF Member during the period of the current election. If not a current contact on the IDF database for that Member, then they must be referred as a Delegate by a current Delegate of the Member via email or other written notice.

Director – A person elected by the membership to serve as a member of the IDF Board of Directors (or "Board Member") as specified in the bylaws. Those holding named positions are called by their position name (President, etc.) Those holding unnamed positions are called Directors at large. See [Position]-Elect.

Election – As required Article IV, Section 2 of the IDF Bylaws, an annual event which must take place in the final two months of the calendar year in order for members to select Directors for the IDF Board.

Elections are held electronically and must be open for no less than 30 days.

NomCom – The Nominating and Election Committee. See below.

Member – IDF Member association in good standing. See voter.

Nominee – A person nominated by a Voting Member either the country of origin of the nominee or their country of residence (if living there more than a year) to NomCom for candidacy for one or more Board positions by a IDF Voting Member.

Position – The office defined in the Bylaws or other document to which a person may be elected.

[Position]-Elect – A candidate who has successfully been elected into a Position, prior to beginning their term of office.

Preference – A Vote for a candidate that can be transferred in preferred order to other candidates if a Voter's most preferred candidate(s) are already elected or eliminated. To choose preferences means a voter ranks all of the candidates for a position in preferred order.

Quota - The exact number of preferences required to secure a seat for a position. [Quota = floor((Number of valid ballots) / (Number of seats + 1)) + 1, where floor(x) is a rounding down function, i.e. the highest integer less than or equal to x.]

Seat - A vacancy (opening) for a position. A position may have more than one seat (e.g. Director-at-large).

Section - A part of a ballot that calls for voter preferences for a particular position. Each position has its own section. A candidate may appear in multiple sections. There will be instructions on how to vote at the

start of each section.

To Tally - To count and redistribute preferences for each position, as received in valid ballots, in order to determine successful candidates or until there is a tie.

To Vote - To submit a ballot on behalf of a Voting Member. Voting will continue until all positions have attained a majority candidate and the election have been open at least 30 days.

A Vote – Each voter may exercise between one (1) and the maximum number of votes currently apportioned in the Bylaws, or as amended by Congress. In 2010 / 2011 the maximum number of votes is five (5).

Voter – A Voter must be a current contact for a Voting Member on the IDF member database, If a person is not a current contact for a Voting Member and that Voting Member wants that person to vote on its behalf, they must add them as a contact on the database. No NomCom member may be a Voter.

Voting Member - IDF National Member or Organizational Member who does not have any overdue invoices for membership dues at the time of the Vote or action in question. Provisional members are not entitled to Vote.

### **3. Voting rights**

According to statutes and bulaws

### **4. Terms of appointment**

Each Director, unless noted, will serve for two calendar years, from 1 January of the year after the election has been called to 31 December in the subsequent year. If the Board composition is being reconstituted, a modification of these terms is permitted as long as the term other than two year is clearly stated upfront and further any changes do not reduce the term period for which a Director was elected.

### **5. Timing**

Annual Elections will commence between 1 November and 15 November, so that they close no later than 15 December to allow processing and announcement of results prior to start of terms on 1 January, and must be open for at least 30 days. Results of the election will be announced no later than December 31 of the voting year.

Nominations will close no later than 2 days prior to the start of the Election. If a Nominee's information is erroneous or incomplete, corrections must be received by NomCom no later than 2 days prior to the start of the Election, or they will not be included in the Election.

Non-requisite election material may be received or modified after the nominations closing date and will be added to the election ballot within 7 days of receipt by NomCom.

This includes:

- candidate statements
- curriculum vitae
- photo (head shot)
- Conflict of Interest (COI) declaration form

### **6. Nominating & Election Committee**

The Nominating and Election Committee (NomCom) shall consist of at least four members of whom at least one should be an incumbent Director who is not a nominee for any position in the relevant Election. The IDF Board will appoint Nom Com.

Four different positions must be filled on the NomCom:

- the Chair

- the Administrator
- the 1<sup>st</sup> Scrutineer
- the 2<sup>nd</sup> Scrutineer

After the opening date for nominations, NomCom members are no longer eligible for candidacy.

## 7. Announcement of Election Dates and Call for Nominees

The announcement of the election will include the following information:

1. Closing date for nominations
2. Opening date for election
3. Closing date for election
4. Information containing the process for nomination

## 8. Candidates

All nomination material may be sent electronically.

NomCom will verify applicant nomination information to the extent possible and approve candidates for the ballot. Causes for non-approval could include factors such as an incomplete application, blatant lying, or conviction for corporate/organizational crime. If an applicant is considered borderline for a concrete business reason, NomCom may approve the candidate with a note to voters and let the voters decide.

Applicants will be considered without regard to race, color, religion, national origin, disability, gender, or sexual orientation.

If NomCom detects problems with the nomination prior to the closing date, they will notify the applicant. Nominations that are not complete and valid by the closing date will not be accepted

Upon acceptance of nomination, a candidate will be added to a current IDF listserver so that they may communicate directly with the members if necessary. However, candidates should note that excessive campaigning, negative campaigning or adversarial debates on election issues are likely to be frowned upon by IDF Members, so only use this channel to answer questions from Members or to qualify statements made in your candidate statement.

A candidate must be nominated by a member organization from either their country of origin or country of residence (if more than a year) before he/she will be included on the ballot (see Appendix 2).

a. Candidates agree to:

- Display active enthusiasm and commitment.
- Serve a global community - all regions, all flying disc disciplines.
- Read and adhere to the Bylaws and other organizational documents and policies. Make decisions on behalf of the IDF mission.
- Have regular access to e-mail and the internet. Read e-mail at least once a week. Expected weekly e-mail volume is approximately 1-3 hours and could vary depending on time of year. E-mail & votes/polls response 1 week (7 days).
- Communicate IDF business in fluent English.
- Keep board communication confidential. Obtain author approval to forward or publish.
- Inform the Executive Committee (ExCom) of planned absences including holidays/vacations as soon as known.
- Be available for scheduled conference calls (about 4 per year), which could be at unusual times due to Directors living in different time zones.

- Learn and follow IDF policies. Work toward creation, update, and approval of policies for good governance where needed.
- Be prepared to sign and follow a Conflict of Interest (COI) policy, which may require reasonable disclosures like financial dealings with other organizations.
- Not to engage in criminal behavior (organizational/corporate). Traffic tickets, for example, would not be a IDF concern unless driving a IDF vehicle, which we do not have.
- Properly identify and report relevant criminal behavior of any IDF person or IDF member.
- Resign if consistently unable or unwilling to meet minimum Board requirements. Lack of participation is unfair to the members of Congress that have elected them. Board members whose attendance in officially called meetings (face to face and/or conference calls) falls below 50% shall be asked to resign. Failure to participate in 25% or more of online votes may also result in a request to resign so that an active participant can be appointed/elected.
- Finally, remember the reasons under which he/she first started to participate in flying disc sports, keeping these alive in decision-making, among the board, and in interactions with IDF members and the world.

## **9. Voter Responsibilities**

Each voter:

- Must keep contact information up to date with IDF.
- Should help recruit potential candidates throughout the year.
- May nominate (recommend) applicants for candidacy.
- Should cast a ballot.
- Has a right to object to a cast ballot within 72 hours of the confirmation e-mail being sent.
- Has a right to request a re-count for any position with good reason within 72 hours of the announcement of election results.

## **10. Election Period**

The Election Period shall be determined by the Board of Directors.

The call for candidates for the election shall be announced on the official IDF web site and on the IDF Facebook page at least two weeks before the start of the election. The election may not commence before the announced starting date.

The election will commence no earlier than the date that the official ballots are sent to all the official email addresses of Congress members. A minimum voting period of 30 calendar days must be provided counting from the actual starting date of the election. If the start of the election has been delayed, the closing day of the election, as determined by the Board of Directors, will automatically be adjusted if necessary to allow for at least a 30 day voting period.

The election will close when all Voting Members have voted, or on the closing day of the election, whichever comes sooner.

## **11. Election Method**

Single Transferable Vote (STV) allows voters to express full preferences for all candidates running for a position. If the voter's preferred candidate is eliminated or has already been elected, the voter's vote for that position will not be lost. Instead, the voter's next preferred candidate will receive their support.

This is similar to what would happen in a show-of-hands meeting where a number of candidates run for election and a series of votes are held (where each vote in the series is a stage). At each stage, the candidate with the least support is eliminated. In the next stage, a new vote is held with the remaining candidates. This is repeated until someone has a majority of support. During each stage, all voters participate, even if their most preferred candidate has already been eliminated.

In situations where multiple seats are available, a “quota” is set so that no more than the available number of seats can be filled. Quota is the minimum value (number) that ensures this (also see definitions above). Continuing the analogy with a show-of-hands meeting, quota would be set and the first round of voting would take place. Once any candidate has more support than quota, any extra votes in favor of that person would go to the remaining voters’ next preferred candidates, rather than being wasted on a candidate that was already elected. Similar to the single-seat election, least-supported candidates in a multiple-seat election are eliminated until the required number of candidates have gained quota. In each round of voting, all voters participate, but the already-successful candidates would maintain their support (up to quota). Only extra votes (above quota) are distributed to other candidates.

A single seat election is a simple case, where quota is the next highest integer above half the total number of ballots cast for that position, i.e. a simple majority.

In a multiple-seat STV election, instead of “randomly” choosing some voters (i.e. ballots) to be redistributed when a candidate reaches quota, all ballots that had that candidate as their primary candidate at that stage are redistributed, but the weight of redistributed ballots is reduced as if a quota of ballots had been taken out of the tally.

## **12. Voting Procedure**

The election announcement will direct Voters to the online ballot via a URL.

Each Voter casts a ballot before the scheduled election closing date.

If a Voter chooses not to vote for a particular position on the ballot not to participate in a section of the ballot, they must choose “Abstain” under that position.

Complete ballots must be cast. A complete ballot includes a ranking of all candidates or an abstention for each position.

Each ballot will be cast in such a way that each NomCom member directly receives an original version by e-mail.

## **13. Ballot**

The ballot will be available during the election period on the IDF web site or designated election tool.

The ballot will be split into one section for each position.

Each time an online ballot is generated for a voter, the software generating the ballot will list the candidates in a new random order determined using the software’s random number generator.

All voter preferences for every position must be expressed in a single ballot and be submitted at once by pressing the submit button. Partial ballots are not possible.

## **14. Voter Identity**

Each voter’s identity will be confirmed (verified) by the Administrator sending a copy of the cast ballot to

at least one official contact for that member. If no objection to a cast ballot is raised within 72 hours of that email being sent, the cast ballot will be considered valid and its preferences and abstentions will be counted in the tally for each position.

## **15. Repeat Votes**

A Voting Member may update their ballot at any time until the election closes. Only the last valid ballot received will count. For each ballot received, a confirmation e-mail will be sent.

If a ballot is received from a Voter who was not the previous Voter for that Voting Member, then both Voters will be notified of the ballot.

## **16. The Tally**

NomCom members will tally (count) preferences and abstentions from valid ballots directly received by each NomCom member as follows:

1. The election Administrator tallies ballots and sends NomCom their results for each position.
2. The 1st Scrutineer (S1) also tallies.
3. When the Administrator's e-mail is received, S1 says for each position:
  - a) My results match.
  - b) My results don't match. Here is my result.

Two matching results for a position indicate a final decision by the membership for that position.

However, if for any position b) occurs,

4. The 2nd Scrutineer (S2) tallies for that position and says:
  - c) My results match (person's) result.
  - d) My results don't match. Here is my result.

Again, two matching results will indicate a decision. If for any position d) occurs, and NomCom Chair has not yet provided results, NomCom Chair will tally for that position and repeat step 4.

If two tallies still do not match for that position, members involved in the discrepancy will be asked to re-submit their votes for that position and a re-count will be conducted. If that re-count does not produce two matched tallies, an ad hoc committee of the Nominating/Election Committee Chair (Chair), one Auditor, and a Board Director not involved in the election as a nominee will determine the resolution which most closely represents Congress intent if known. This may include a run-off vote or re-vote. If the discrepancy involves anyone from this group's association, a suitable replacement will be found for the ad hoc committee.

Furthermore, if there are any tallies that do not match, the reasons will be explored after the election in order to make improvements that prevent unmatched tallies in future elections.

1. All of those tied candidates will be eliminated simultaneously.
2. If their elimination results in fewer candidates remaining than seats remaining:
  - a. The ballots assigned to the eliminated candidates will be redistributed to the remaining candidates.
  - b. The remaining candidates are elected.

c. Then the eliminated candidates are reintroduced into the election, and the elected candidates' ballots are redistributed according to step 1.

If all still remaining candidates are tied with the same number of highest preferences:

1. Disregard those highest preferences on all ballots and redistribute all ballots to the candidates according to the next-highest preferences.
2. If necessary, repeat until the tie is broken.
3. If all preferences have been eliminated using this method, then a re-election must be called for that seat(s) amongst those candidates to resolve the tie.

## **17. Objections to Cast Ballots**

Within 72 hours of a ballot confirmation e-mail having been sent by the Administrator, the member may raise an objection to the cast ballot by sending an e-mail to both the Administrator and NomCom Chair.

Such objections will be handled by the Administrator based on discussion with NomCom Chair as needed. Complications and any appeals will be forwarded to NomCom. The Board of Directors, consisting of only those Directors, who are not involved in the election as nominees, will break any NomCom ties, without being aware of which voter is involved if possible.

NomCom decisions (or Board of Director decisions in the case of a tie) are final.

## **18. Candidate Notification, Commitment, and Announcement**

Once the NomCom Chair receives notification that votes are counted and two tallies match, successful candidates will be informed by the NomCom Chair and asked to confirm their commitment to serve as a IDF Director. NomComm chair letter shall include a reminder of the duties outlined in section 9.a and their agreement to fulfill these obligations. After all elected candidates confirm acceptance of their Board position, the official election results will be announced.

If a Director-elect resigns from their position before taking office on 1 January, then NomCom will conduct a recount for all affected positions and re-announce the election results if necessary.

When announcing election results, the number of primary votes received by each candidate will be included, along with the final results of the preferential distribution.