

## Procedures for ICC Elections

One of the founding principles of cooperatives is “Democratic member control.” Participating in ICC through officer elections and ballot referendums is an important function of democracy. ICC generally holds two elections per year in conjunction with the fall and spring General Membership Meetings. In addition, and per the ICC Bylaws, referendums may be initiated at any time by a petition signed by at least 10% of the total Class A membership, by a majority vote at a membership meeting, or by a majority vote at a Board Meeting.

To ensure consistent and fair processes for all referendums and ballot elections, the following procedures will be used.

1. Within a week following GMM or after a referendum has been approved, the Board Secretary will coordinate with staff to create a ballot for distribution.
  - a. The ballot will contain a detailed description of the referendum including historical background information if necessary. For the spring officer elections, the ballot will contain written candidate statements.
  - b. In addition to the ballot, any supporting documentation or resources will be provided to the houses and also made available online through the ICC website.
2. After the Board Secretary has approved the final ballot, it will be distributed to the membership via member mailboxes or via an online survey link. The ballot should be distributed no later than two weeks after GMM or after a referendum has been approved.
  - a. If the ballot is provided in hard copy format, it should be printed on colored paper so it is easily distinguished. If the ballot is provided online, the voting link will be emailed to the membership and also available on the ICC website.
  - b. ICC Membership will have seven days to vote and submit ballots.
  - c. Ballots can be submitted either via the labeled envelope located next to a house’s mailboxes or online (if the ballot is electronic).
  - d. Staff will coordinate the collection of paper ballots after the seven day period or close the election if online.
  - e. Staff will return the ballots (or corresponding link) to the Board Secretary for counting.
3. The Board Secretary will be in charge of counting the ballots and notifying the membership of the results.
  - a. The ballots will be counted, verified and results announced to the membership within 72 hours of the election ‘closing’ date.
  - b. Each vote should be noted and tallied on a master counting sheet.
  - c. The Secretary will recruit a member of ICC to either a) watch and assist in the initial counting or b) to provide a second count and confirmation of the results.
  - d. The Secretary and the member selected to assist may not be candidates on the ballot. If the Secretary is a candidate on the ballot, an out-going ECC Member will take the lead on vote counting.
  - e. The Secretary will notify the membership of the results by emailing : [iccforum@iccaustin.coop](mailto:iccforum@iccaustin.coop). The email should contain:
    - i. The total number of ballots received.
    - ii. Each measure or candidate that passed/failed/elected and by how many votes
    - iii. The name of the person(s) who counted and or verified the results.
  - f. The Secretary will return the ballots and all supplementing documentation to staff for archival in ICC’s permanent records.