

Fox Valley RTAC Voting Guidelines

Applying an Open Position

1. All open positions will be placed on the website.
2. Announcement of all open positions will be sent out to the RTAC.
3. A Candidate can declare candidacy more than 30 days before the election but **MUST** submit their intent to run for an open position no less than 30 days prior to the election.
4. All CVs or resumes will be sent to the Chairperson or Secretary of the RTAC.

Ballot Template

5. The Fox Valley ballot template will be utilized for all voting positions.
6. The ballot template will be categorized with the open voting positions in alphabetic order.
7. Each candidate will be placed on the ballot in the respective category after the place is determined. The Chairperson for the RTAC will pick the position of each candidate on the ballot by picking the names in a random and unrecognized manner (i.e. names written on the down side of paper or cards). The papers or cards with the number of placement should be kept until after the vote and then can be disposed of. This needs to be done each time there is an election. This way there is no predetermined spot on the ballot.

Voting Procedure:

8. The vote will take place in November.
9. The ballots will be numbered so that the ballots given out are the same number returned.
10. The ballot will be placed on the website 30 days prior to the vote.
11. The RTAC participants are allowed to vote if they meet the attendance requirement of being present at 4 meetings in that calendar year (calendar year runs from January to January). The attendance requirement is met if the RTAC participant has been present for 3 previous meetings that year and then is present for the voting meeting or is present for 4 previous meetings and then may be eligible for an absentee ballot.
12. Attendance records will be made available so RTAC participants know who is eligible to vote.
13. An absentee ballot can be used for general session voting: Executive Council positions in which there will be no changes to the ballot.
14. If the RTAC participant cannot be present for the vote and chooses to place an absentee ballot, he/she can copy the ballot from the website, make the vote and return to the RTAC Chairperson by mail, fax or email from 14 days prior to the vote until 24 hours before the vote is scheduled to take place (midnight before the vote). Any person voting via e-mail, fax or mail is not allowed to vote in person if they do attend the meeting.

Tallying of the Vote:

15. A committee of the Chairperson, Vice Chair or Chair-elect and Secretary will count the votes.
16. The Chairperson will read all election results.

FOX VALLEY RTAC EXECUTIVE COUNCIL BALLOT
Date

Number _____

Position		Place X for vote (choose one from each category)
Name Position		
Name of Position		
Name of Position		

Note: ALL absentee ballots MUST be returned to Executive Council Chairperson by midnight the calendar day before the vote.