



THE NINETY-NINES, INC.
ELECTION PROCEDURES COMMITTEE
Standard Operating Procedure

1. Purpose

1.1. The Election Procedures Committee (EPC) shall control the election procedures in accordance with the Certificate of Incorporation, the approved International Bylaws (BLs) and Standing Rules (SRs), the laws of the state of Delaware, good business practices, and the guidance of the International Board of Directors (IBOD).

2. Applicability

2.1. This procedure is focused on The 99s International elections. Chapters and Sections may use some or all of this procedure if desired.

3. Membership

3.1. The EPC Chairman is appointed as specified in the BLs. The EPC Chairman shall appoint at least two members to assist. Geographic diversity is highly encouraged.

3.2. There will be a board liaison to facilitate communication with the IBOD.

4. Responsibility

4.1. Coordinate ballots with the Nominating Committee, the IBOD, the Trusts, and the candidates.

4.2. Prepare and provide ballot, both electronic and paper, to Headquarters for the yearly 99s elections. Work with outside service provider (SP) to test and approve the electronic and paper ballots.

4.3. Receive and review results provided by the SP.

4.4. Provide results of election to the president, membership, and Headquarters. [given other capitalization, I would say that President should be capitalized]

4.5. Review and recommend BLs and SRs to the BL/SR Committee as they pertain to the election procedures.

4.6. Investigate and validate complaints of campaign practice violations.

4.7. Unless otherwise noted, all actions listed in this SOP are the responsibility of EPC.

5. Attachments

5.1. ATTACHMENT 1 – Sample Paper Ballot

6. Schedules

6.1. In general, the annual meeting, on which the election deadlines below are based, is held in July each year.

If the annual meeting is held in a month other than July, the deadlines and other scheduled events may need to be revised. It is possible that voting may occur after the annual meeting.

6.2. Election Deadlines:

Year Prior to Election

- October 31: Deadline for filing “Intent to Seek Election” forms for all International elected positions.
- December 1: Confirm that the IBOD has selected a SP.
- December 1: Nominating Committee declares candidates.
- December 5: Prepare a draft ballot and have EPC review.
- December 5: Write announcement to members about election, send to magazine and website for publication.
- December 15: Send draft ballot to candidates, IBOD, Nominating Committee Chair, and trust chairmen for review.

Election Year

- January 15: Headquarters sends email encouraging members who have not yet opted into electronic voting to do so.
- February 1: Work with SP and Headquarters to prepare and review both electronic ballot and paper ballot.
- February 15: Deadline to opt-in to electronic voting.
- February 20: Headquarters provides members list to the SP.
- February 15: Write reminder to members about election, send to electronic newsletter and website for publication.
- March 1: SP sends both electronic and paper ballots.
- April 15: Send election results report template to the SP.
- May 1: Deadline for electronic voting and postmark of paper ballots.
- May 5: SP provides preliminary election results to the EPC Chairman.
- May 15: SP sends election results to EPC Chairman.
- May 20: Send election results to president.
- June 1: Send election results report to Headquarters for annual report.
- June 15: Write announcement of the election results, send to magazine for publication.

7. Publishing Deadlines:

- 7.1. Currently December 1 is submission due date for the January/February issue of the magazine (with concurrent publication in the private section of the website).
Announce method of voting and submit a short article about the ballot. The article should include at a minimum; positions open for election, when to expect the voting information email from the SP, when the paper ballot will be mailed, how to receive a new ballot from Headquarters if members do not receive their ballots in time, closing date of electronic voting, and deadline of postmark of paper ballots. See previous year's issues of the magazine for examples. (Nominating Committee provides the magazine with the candidates' position statements and photographs.)
- 7.2. March and April issues of the electronic newsletter (and concurrently in the private section of the website) need an announcement to remind the members to vote. See previous year's issues for example. Currently, February 25 and March 25 are the submission due dates for the electronic newsletter.
- 7.3. July/August issue of the magazine and concurrently in the private section of the website to publish an announcement of election results. See previous year's issues of magazine for example. Currently June 1 is submission due date.

8. Requirement for Electronic Balloting for Elections

- 8.1. Requirements for conducting an electronic election are in the SR.
- 8.2. These requirements apply equally to international, section, and chapter electronic elections. Sections and chapters may set their own deadlines to better synchronize with their schedules.

9. Coordinate with the Nominating Committee

- 9.1. By 1 December, the EPC Chairman will receive from the Nominating Committee a copy of the letter declaring the eligible candidates for the upcoming election.
 - 9.1.1. These candidates have been vetted by the Nominating Committee for eligibility for office.
 - 9.1.2. The Nominating Committee lists the candidates in the order in which their "Intent to Seek Election" forms were postmarked, time stamped, or received. The ballot must reflect the same order. Only those names presented by the Nominating Committee shall appear on the ballot.

10. Preparing the Ballot

- 10.1. Check the accuracy of the candidates' names, section, and chapter, if applicable. Use the Membership Directory for this purpose. The EPC is the last stop before a ballot goes before the membership, so spend plenty of time cross-checking the accuracy of the ballot.
- 10.2. Using Attachment #1, prepare a draft ballot. For every open seat, there should be an equal number of spaces for a write-in vote.
- 10.3. Send draft ballot out for review to the candidates, IBOD, Nominating Committee Chair, and trust chairmen. Ask the candidates specifically to report back to the EPC Chairman to either confirm their information is correct or provide corrections if needed.

- 10.4. Make all corrections and check the final ballot one last time to make sure the corrections did not introduce a new error.
- 10.5. Send the final ballot to Headquarters. Headquarters will use the final ballot to create the electronic ballot, and will send the final ballot to the SP for printing.
- 10.6. Electronic Ballot
 - 10.6.1. The EPC will work with Headquarters and the SP to create the online ballot during the month of December. A test ballot will be made for review purposes.
 - 10.6.2. A link for the test ballot will be sent to the candidates, IBOD, Nominating Committee Chair, and trust chairmen. Ask the candidates specifically to report back to the EPC Chairman to either confirm their information is correct or provide corrections if needed.
 - 10.6.3. The EPC approves the final electronic ballot and verifies that it matches the paper ballot.
- 10.7. Paper Ballot
 - 10.7.1. Headquarters will send the final ballot to the SP. The SP will send a proof of the paper ballot and envelopes for the EPC to approve.
 - 10.7.2. Although the SP arranges printing and mailing, approval of the final ballot will remain with the EPC. Under no circumstances is printing to occur without the EPC approval of the proof.

11. Voting

- 11.1. Per the deadline listed under 6.2 Election Deadlines, Headquarters will send an “opt-in” email encouraging members who have not yet opted in to electronic voting to do so.
- 11.2. Headquarters will provide two mutually exclusive members lists to the SP by the deadline listed under 6.2 Election Deadlines.
 - 11.2.1. Opt Out List: Names and addresses of the members who will receive a paper ballot.
 - 11.2.2. Opt In List: Email addresses of the members who will receive an electronic ballot.
- 11.3. To support electronic voters, a link to the provider’s website shall be located on The 99s or other pertinent websites.
- 11.4. At 00:01 GMT on the date listed under 6.2 Election Deadlines, SP will send an email to inform members on the opt-in list that the electronic polls are open.
- 11.5. On the date listed under 6.2 Election Deadlines, SP will mail the paper ballots to those who did not opt-in to electronic voting.
- 11.6. Voting closes.
 - 11.6.1. Paper ballots: The date listed under 6.2 Election Deadlines is the postmark deadline for submitting paper ballots. Ballots postmarked after this date will not be counted but will be noted on the SP’s report.
 - 11.6.2. Electronic ballots: The cutoff time for voting of electronic ballots is 23:59 GMT on the date listed under 6.2. Election Deadlines.

12. Election Results

- 12.1. The SP reports the election results directly to the EPC Chairman by the deadline listed under 6.2 Election Deadlines.
 - 12.1.1. Vote counts clearly show total counts of votes for each candidate and position.
 - 12.1.2. Vote counts clearly show subtotals of votes for each candidate and position received via electronic voting and via paper balloting.
 - 12.1.3. Vote counts clearly show number of illegal paper ballots and void paper ballots for each position (see sample ballot for definitions of illegal and void).
 - 12.1.4. Vote counts will be totaled by candidate, by position, and overall for the report.
- 12.2. A minimum of 3 members of the EPC will review the results using the following criteria:
 - 12.2.1. Is the tally the sum of both electronic and paper ballots?
 - 12.2.2. Does the number of illegal ballots for each position look reasonable? For example, does the number of ballots voted plus the number of illegal ballots equal the total ballots cast?
 - 12.2.3. Are the total number of votes cast for each position reasonable? For example, if there are 3 candidates for a position, and members are asked to vote for two, and there are 450 ballots cast (excluding illegal ballots), then the total votes should be no more than 900 (but could be less if a ballot did not vote for that position, or only voted for 1 candidate not 2).
 - 12.2.4. Are the number of votes for a specific candidate reasonable? Does it include both electronic and paper votes?
 - 12.2.5. If there are any questions regarding the accuracy and/or distribution of the vote counts, the EPC Chairman shall contact the SP for clarification prior to the notification of the candidates.
- 12.3. The EPC Chairman reports the election results report to the president by the deadline listed under 6.2 Election Deadlines.
 - 12.3.1. The EPC Chairman shall notify the president of the results of the election, including electronic and paper vote counts and review process.
 - 12.3.2. If the EPC Chairman and the president agree that there are no obvious discrepancies or anomalies in the vote counts and distribution via balloting method, the president shall contact all candidates giving them the complete election results, including vote counts.
 - 12.3.3. Paper ballots are retained in a locked area until after the annual meeting and are destroyed after authorization by the delegates.
- 12.4. Announce results
 - 12.4.1. An EPC written report which includes the election results report is to be submitted to Headquarters for entry in the annual meeting packet by the deadline listed under 6.2 Election Deadlines.

- 12.4.2. The tabulation report from the SP is announced and entered in full into the minutes of the annual meeting, becoming a permanent part of the official records of the Corporation.
- 12.4.3. Give a verbal report to membership at the next annual meeting. At the appropriate time on the agenda, the Election Procedures Chair will report the full results to the membership. At the end of the report, request permission for ballots to be destroyed. After the annual meeting, request the SP to destroy the ballots.
- 12.4.4. Election results are printed in the next issue of the magazine. Headquarters informs the international magazine editor of names, but not count, for publication in the next issue of the international magazine by the deadline listed under 6.2 Election Deadlines.

13. Review SOP

- 13.1. After the annual meeting, especially since there may have been bylaws changes approved by the membership, review the Election Procedures SOPs and make any updates necessary.
- 13.2. Review what worked and what didn't and refine the procedures in these SOPs.
- 13.3. At the end of your term, review, and amend the Election Procedures SOPs so they are ready for the next EPC.

14. Approval:

- 14.1. Authorizing Body: This revision of the EPC SOP is approved by majority vote of the IBOD.
- 14.2. Approval Date: February 24, 2020

ATTACHMENT 1 – Sample Paper Ballot

OFFICIAL BALLOT

The Ninety-Nines, Inc.

2018 ELECTION OF OFFICERS, DIRECTORS, NOMINATING COMMITTEE, AND TRUSTS

ELECTION PROCEDURES

- The Official Ballot will be delivered in two forms: electronic and paper. If you are receiving a paper Official Ballot, you did not opt-in for electronic voting.
- The slate of candidates is determined by the International Nominating Committee. Candidates for each position are listed in postmark order.
- Ballots are prepared in accordance with industry standard procedures for secret ballots.
- Ballots are prepared for mailing using current membership records maintained by The 99s.
- No listing of numbers is kept; numbered envelopes are used only to verify the validity of the ballot within.
- Ballots **MUST** be returned in the official numbered envelope to be counted. Ballot will be considered void if returned in other than official numbered envelope. Return envelopes must be postmarked by **May 1, 2018** or the ballot within will not be counted.

Also:

- All ballots (both electronic and paper) are retained until after the next annual meeting.
- Position statements and photographs of candidates are in the Jan-Feb 2018 issue of The 99 magazine and on The 99s website at www.ninety-nines.org/election-page.htm
- **This ballot does not go to Headquarters; therefore, DO NOT enclose any communication for Headquarters in this envelope.**

BALLOT

FOR PRESIDENT (VOTE for no more than **ONE**)

1. Jan McKenzie Colorado Chapter, South Central Section
 _____ write-in

FOR VICE-PRESIDENT (VOTE for no more than **ONE**)

1. Corbi Bulluck Kitty Hawk Chapter, Southeast Section
 _____ write-in

FOR SECRETARY (VOTE for no more than **ONE**)

1. Cathy Prudhomme Houston Chapter, South Central Section
 _____ write-in

FOR TREASURER (VOTE for no more than **ONE**)

1. Leslie Prellwitz Chicago Area Chapter, North Central Section
 _____ write-in

FOR DIRECTOR (VOTE for no more than **TWO**)

1. Roberta Roe Greater Seattle Chapter, Northwest Section
2. Terry Carbonell Paradise Coast Chapter, Southeast Section
3. Alice Talnack Monterey Bay Chapter, Southwest Section
4. Robin Hadfield First Canadian Chapter, East Canada Section
5. Minnetta Gardinier Iowa Chapter, North Central Section
 _____ write-in
 _____ write-in

FOR NOMINATING COMMITTEE

(VOTE for no more than **FIVE**)

- 1. Dianne Cole San Joaquin Valley Chapter, Southwest Section
- 2. Erin Thompson Kentucky Bluegrass Chapter, North Central Section
- 3. Karen Weldon NOLA Chapter, Southeast Section
- 4. Mary Build Katahdin Wings Chapter, New England Section
- 5. Susan Larson Rio Grande Norte Chapter, South Central Section
- _____ write-in
- _____ write-in
- _____ write-in
- _____ write-in
- _____ write-in

FOR 99s MUSEUM OF WOMEN PILOTS

(VOTE for no more than **TWO**)

- 1. Monica Randolph-Graham Fort Worth Chapter, South Central Section
- 2. Lisa Cotham NOLA Chapter, Southeast Section
- _____ write-in
- _____ write-in

FOR AMELIA EARHART BIRTHPLACE MUSEUM

(VOTE for no more than **ONE**)

- 1. Ann Shaneyfelt Northeast Kansas Chapter, South Central Section
- _____ write-in

FOR AMELIA EARHART MEMORIAL SCHOLARSHIP FUND

(VOTE for no more than **ONE**)

- 1. Linda Mathias Hampton Roads Chapter, Mid-Atlantic Section
- _____ write-in

FOR NINETY-NINES ENDOWMENT FUND

(VOTE for no more than **ONE**)

- 1. Carol Andrews Sutter Buttes Chapter, Southwest Section
- _____ write-in

FOR YOUR INFORMATION

- **REPLACEMENT BALLOT OR ENVELOPE** is a ballot or envelope inadvertently missing from the original mailing.
- Please contact International Headquarters for a replacement.
- **VOID BALLOTS** are ballots that will not be counted. The following are examples of a void ballot:
 - 1) ballot postmarked after the deadline;
 - 2) ballot cast by person not entitled to vote;
 - 3) ballot not returned in official envelope.
- **BLANK BALLOTS** are not counted if they are totally blank. If one section or part is left blank, it does not affect the validity of the votes that are marked.
- **ILLEGAL BALLOTS** are more than one completed ballot folded together in a single envelope. Both ballots will be recorded as one illegal vote.
- **ILLEGAL VOTES** are not credited to anyone. They are recorded on the auditor’s election report as illegal. The following are examples of an illegal vote:
 - 1) votes for fictional characters;
 - 2) where meaning is not clear, i.e., when votes are cast for too many candidates;
 - 3) where the intent is doubtful, i.e., the placement of the “X” is between the boxes.