



Administrative Notice: Operating Procedures for Virtual Voting and Elections

Authority

The ASBC Church Council under its broad corporate authority as codified in Church Bylaws at Article III, Section 1, and specifically in Section 3, (G); “To oversee the legal, business, financial and administrative affairs of the Church; and (H), “Such other authorities and duties needed for the orderly administration of the Church”, has issued this *Administrative Notice* to provide information on virtual voting and election procedures.

Overview

The following is a notification to all ASBC members of the voting and election procedures for church officers. Various factors may require Council adjustments to these procedures (i.e., unknowns during a pandemic environment).

Voting Platform & Vendor Selection

Church Council shall direct the ASBC staff under the direction of the Church Administrator (who also serves as the co-chair of the Election Process Advisory Team (EPAT) to secure and contract with a qualified vendor to supply voting devices or a digital voting platform.

Testing of Voting Platform

1. The Church Administrator will lead in testing the functionality and ease of the voting platform.
2. The platform will be reviewed and tested for accuracy of all final candidate election information at least 10 business days prior to opening the platform up to membership for voting.

Voting Process & Timing

1. The Nominating Committee (NC) Chair will provide the final NC approved and Council reviewed slate of candidates to the Pastor for preparation for membership voting.
2. The Pastor will turn the slate over to the Church Administrator to utilize in populating and finalizing the voting platform and to prepare for elections.
3. The EPAT co-chairs (Nomination Committee Chair and Church Administrator) will review the slate in the voting platform prior to the ballot going live to the ASBC members.

Election Process Timeline.

1. Notifications and communications to membership regarding elections should include any/all of the following: emails, texts and ASBC website postings.
2. Membership should be notified of voting process details & timeline no later than 10 days prior to the opening of the voting period.

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3. The candidates' information should be accessible to membership (via any of the communication channels listed above) for at least 14 days prior to elections and should remain accessible through the election deadline.
4. The voting platform should be fully operational and accessible by membership to accommodate an open voting period of at least 10 days prior to the election deadline.
5. As soon as feasible, but no more than 2 business days after the election closing deadline, the vendor should remit the final (officially certified by vendor) voting results to the EPAT co-chairs to confirm and then turned over to the Pastor.
6. In the event of a tie for any position, a run-off election will be conducted for those particular positions. The membership will be notified of the run-off details at least 3 days prior to the run-off voting period and the voting period will remain open for at least 3 days before closing.
7. The certified voting report(s) will be kept confidential and not shared with anyone other than the EPAT co-chairs and Pastor.
8. The candidates with the highest number and percentage of votes for each position will be deemed the winners. The names of those candidates will be shared by the Pastor with the membership within 30 days of receipt of the certified election results report(s) at the annual church meeting, either in person or virtually. No other election result information will be made available.
9. The Church Administrator will ensure the winners' names are recorded officially on the Church's records.

The End