

# **VOTING PROCEDURES**

## **for**

### **Colorado Federation of NARFE**

1. Notification for the election of Federation Officers will be given to all members in the November – January and Feb-April newspaper publication by a cover letter from the Nominating Committee Chair. Any members with interest must notify the Federation President of intent to run for office by **April 20, 2019**.
2. The final Nominations for Federation officers are reported to all members at least 60 days prior to the Federation Conference through the Federation Newspaper, emails or ballot. A Ballot will be mailed to all members on **April 22, 2019**.
  - a. Instructions are to be included.
  - b. Ballot must be returned by a designated date. **(May 22, 2019)**
    - i. Members must vote by mailing in the ballot.
3. Bylaw Amendment/Resolution cover letter and blank forms will be published in the **November-January and Feb-April Newspaper** for use by the membership. Completed forms must be returned to the Bylaws Committee Chair at least 90 days prior to the conference. **(March 18, 2019)**.
4. Bylaw Amendment/**Resolution** ballot to be mailed to all members at least 45 days prior to the Conference. **(To be mailed April 22, 2019)**
5. Completed Voting ballots are mailed back to the Ballot Committee in a self-addressed envelope to the Ballot Committee Chair for counting and processing. Must be returned by **May 22, 2019**.

Note: Ballots must contain member name AND/OR member ID number. This enables the Ballot committee to validate the ballot. Member must be in good standing as of April 22, 2019.

6. The Ballot Committee will place the results of the Election and any Bylaw/Resolutions on a tabulation sheet that is then given to the Federation President at the Conference.
7. The Federation President will be given the results for presentation at the Federation Conference to be held on **June 27, 2019**.