

Society Hill Civic Association (SHCA)

Voting Rules And Process

The following are the rules and procedures for the 2025-26 SHCA election process and a detailed description of the voting process covering relevant information affecting the voter, the candidates, and the administration of the vote and releasing results.

Voting: One vote per membership

Per the By-laws and in accordance with prior election practices, *Each **regular household membership*** having paid dues as of *March 31 2025* shall be entitled to one vote.

Candidate Presentation: Candidates will be presented equally

Each candidate included on the ballot will have met the requirements found in the by-laws, either by recommendation by the nominating committee or by successful petitioning as confirmed by the nominating committee.

Additionally:

- Candidates for contested positions will be listed alphabetically by last name.
- Reference will not be made to a candidate's current or past status as a SHCA Board member on the ballot.
- Reference will not be made to the method a candidate achieved his/her placement on the ballot, i.e. if it was by Nominating Committee recommendation or by petition.

Election Timeline: Methodology and Access

The election process will be conducted using an online ballot system through Splat.

Election dates: the election shall run for three days starting when the online ballot system will become active on or about 12:01am Monday, May 19, 2025 and end on May 21, 2025 at 8pm.

PRIVACY

SHCA's web production partner, Splat, will build the form and host it securely online, as it has done in prior years and as it does for all SHCA's online properties and forms.

SHCA will be provided with the results from the online vote in the format of a simple, definitive count of votes per candidate. These results will be automated by the programming of the online form with appropriate quality controls and spot checking of the program formulas. No single individual or committee of individuals will review the individual ballots.

SHCA will also be provided the raw data of each individual vote. The committee will determine a process for protecting the privacy of individual voting records.

Under no circumstances will an individual's voting record be made public or accessible to any individual or group of members or Board members.

Any questions or concerns regarding the programming utilized in the webform to produce voting tallies will be facilitated by the Administrator and the web production partner under the leadership of the Nominating Committee.

PROPER NOTICE AND METHOD OF ACCESS

The online ballot will be restricted to current members as defined by the by-laws in this document. In accordance with the by-laws, the Board is receiving this document from the Nominating Committee on April 28, 2025, 21 days prior to the

start of the online election process per the by-laws. Per the by-laws, Members may be made aware of the voting timeline on Friday May 2 2025 per by-laws which states the ballot and rules and regulations for the election process will be made public no later than 15 days prior to the start of the voting period.

Again, the electronic voting system will be live from May 19-21, 2025.

ELECTION PROCEDURE

The link to and access code unique to each voting member for voting on the electronic ballot will be emailed to the voting member's email address as it was provided during the dues payment process. This email address will be given three messages to remind them of the voting window and provide the link and voting instructions. The first on May 2, 2025, the second on May 9, 2025, third on May 12, 2025, and a final message on May 19, 2025 when the election goes live ("Election Instructions"). Once a member's vote is cast and completed to the unique access code will be deactivated and cannot be used again.

Additionally, a message will be included in Spotlight on May 15th to further assist members in remembering to look for the election email and to vote.

Voting access, rules and FAQs, ballot and candidate bios will also be provided on the SHCA website for reference. The Nominating Committee will be available to provide further clarification as needed and assistance within reason.

To be clear, the members permitted to vote in the election will be given the rules of voting including the number of candidates for whom they may vote in the five officer races (up to one per race); At-large directors (up to 8 candidates) and quadrant directors (up to one per each expiration year) for the quadrant in which the member resides. To the extent a candidate provided a timely biography, they will be shared in the Election Instructions and on the SHCA website as stated previously.

QUADRANT REPRESENTATION

The voting ballot will be addressed so that a member will only be able to vote in a single quadrant. The nominating committee will supply information and guidelines to help members identify and vote in the quadrant in which they reside.

Voters will be provided the opportunity to vote for quadrant representatives of their designated quadrant only.

PUBLICATION OF RESULTS

Barring any unforeseeable circumstances, candidates will be personally contacted regarding the results of their particular election races on May 22, 2025 and then the overall election results will be disclosed to the members via a special NewsFlash email message on May 23, 2025. Further public disclosures will be made on the website on May 23rd with the posted listing of the 2025-26 officers and board members to be included in the July/August 2025 Issue of The Reporter.

How to Contact SHCA:

For general inquiries or assistance please contact **the Administrator** at info@societyhillcivic.org.

For messages you would like to reach **the Board** as a whole, please use 2025elections@societyhillcivic.org.

Officers are responsible for their respective office's assigned email address, which carry term-to-term, officer-to-officer. Those are:

- president@societyhillcivic.org
- vicepresident1@societyhillcivic.org
- vicepresident2@societyhillcivic.org
- treasurer@societyhillcivic.org
- secretary@societyhillcivic.org