

Steps to set-up virtual association annual meetings and electronic elections (updated 27 July, 2020)

Dear association leadership,

With the realization that many of us will need to move to a virtual association annual meeting and virtual electronic elections, the Associations Committee has created the following protocol that you may follow:

Virtual Annual Association Meeting Option

Step 1: Review your association bylaws to determine if your article on meetings allows for not-in-person or virtual meetings. Most bylaws are 'silent' or do not mention the use of virtual meetings. If your bylaws allow for teleconference meetings, this would be a minor alteration.

Step 2: If your bylaws do not mention the ability to meet virtually, you would want to consider submitting to membership the following emergency bylaw amendment (*alter verbiage as you see fit*):
[In the case where an in-person meeting is not advisable due to health or other national/state level emergencies, the <your assoc name> membership may vote by simple majority \(51%\) to host a virtual meeting. Notice of this virtual meeting shall follow the same timeline as an in-person meeting.](#)

Step 3: Email to all members over 18 year of age and allow consideration/voting window mandated in your bylaws (*many associations stipulate 30 days*) for a yes or no response.

For guidance on creating an annual meeting announcement from the Assoc Resource Center, refer to:
<https://www.flipsnack.com/USATF/sample-annual-meeting-notice/full-view.html>

Virtual Electronic Election Option

As most associations conduct bi-annual elections at their annual meetings, if your association agrees to host a virtual annual meeting, you have several options:

Option 1: Consider delaying elections until your annual meeting in 2021 which would keep all elected officers and committee chairs in place until 2021. If you do have an officer or committee chair who decides not to continue, your bylaws and/or committee operation procedures should detail how to fill resignations.

You would want to consider submitting to membership over 18 years of age the following emergency bylaw amendment (*alter verbiage as you see fit*):

[Due to the health concerns of COVID-19 and our inability to meet in-person for our <your assoc name> association, membership may vote by simple majority \(51%\) to approve extending current officer and committee chair positions until the <your assoc name> association meeting in 2021. All issues regarding term limits for officer or committee chair positions are delayed for resolution until the <your assoc name> association meeting in 2021.](#)

Option 2: For smaller associations, you could use the Zoom Poll voting function to register votes confidentially during your annual meetings. GoogleForms which is a free platform for Gmail or Google Chrome users also has a simple voting option.

Option 3: For larger associations, or those with multiple elections and specific election criteria, consider using the USATF vendor Votrite. There are associated costs using this platform, although the vendor will assist an association building their election process based on your specific bylaws. Refer to the info sheet

at the end of this document from Votrite. There are many free platforms one may use but they are less intuitive.

If you wish to engage in electronic elections outlined in options 2-3, these steps need to be followed:

Step 1: Carefully review your association bylaw article regarding elections. Each association has varying processes, and these need to be followed for either in-person or electronic elections. Your goal should be to create a process which follows existing bylaws in terms of nominations, announcements, required timelines, and weighted voting so membership are able to participate in a transparent and fair electronic election process.

Step 2: You would want to consider submitting to membership over 18 year of age the following emergency bylaw amendment (*alter verbiage as necessary*):

[By a simple majority \(51%\) the <your assoc name> Association vote may utilize an electronic election platform for the nomination and election of association officers and committee chairs. All applicable nomination process and voting criteria contained in the <your assoc name> Association Bylaws shall be followed.](#)

For guidance on association election process from the Assoc Resource Center, refer to:

<https://www.flipsnack.com/USATF/association-election-process/full-view.html>

Initiating the Approval Process

To adhere to many association election timelines, you will need to initiate this process prior to the end of July and consider combining the virtual meeting and electronic election questions in the same email to membership.

Contact senior USATF IT technician James Hill at USATF at james.hill@usatf.org for assistance downloading your 2020 membership lists.

You must allow a minimum of 30 days (*depending on your bylaws*) for review once sent and remind those who have not voted a week out. Utilize your election view group as outlined in your election article to confirm the vote via email. Past practice demonstrates that the email attached to the vote confirms one vote per member...delete any duplicate email responses.

If your membership agrees to a virtual meeting and either to postpone elections or to hold electronic elections, it is important that you vote to confirm the emergency bylaw amendment(s) approval at your first available regular meeting. To make this bylaw change effective, prior to your first regular meeting following social distancing, you should send the notice to confirm the prior action 30 days in advance of the meeting and remind the membership what you did that needs to be confirmed.

Do not hesitate reaching out to an experienced member of your association to review these processes, or reach-out to your respective association regional coordinator or association committee officers:

West-Simone Terry: aecwest@usatf.org, 602.384-5116

NorthWest-Mike Hinz: Hinzm@roadrunner.com, 801.819-4932

MidAmerica-Connie Brand: cbrand1352@gmail.com 913.631-2000

MidWest-Richard Messenger: rmessenger32@gmail.com 304.476-8410

SouthWest-Jackie Callendar: jajacoki@aol.com, 504.237-6526

SouthEast-Rod Larsen: aecsoutheast@usatf.org, 407.497-0844

East-Cynthia Young: aecceast@usatf.org, 215.803-1638

Associations Dispute Coordinator, Law and Legislation rep -Scott Erwin: srerwinlaw@aol.com, 815.757-5199

Associations Vice Chair-Regions: Steve Vaitones: svaitones@usاتفne.org, 978.973-9873

Associations Chair: Dave Shrock: aecchair@usاتف.org, 209.602-4023

Thank you everyone for your work on behalf of membership during these challenging times, and potentially adjusting to a virtual association annual meeting and electronic elections.

VotRite Proposal to Manage USATF Association Electronic Elections

Below is an option to provide for an on-line election using VotRite APP by membership for Association Annual Meetings from August-October 2020.

- Voters will be able access the election via link provided to VotRite APP. You would enter your assigned pin number and your election will come up.
- Vote for your candidates/or propositions, a review screen will appear, press continue and cast my vote.
- Votes will be registered in our Cloud AWS server and the pin number will automatically be registered as used and no longer available for use

SCOPE OF SERVICES PROVIDED BY VOTRITE:

1. Setup for election ballots for each association. Ballot may consist of multiple races. E-mail addresses for each association member needs to be provided to confirm the validity of the ballot.
2. Associations need to provide date and time of election- beginning and ending, (need actual dates and times allowed to vote) Note: Election will terminate exactly at the time the association dictates. Association election administrator shall distribute pin numbers to each eligible voter. Amount of pin numbers shall be requested by the administrator to conform with the actual number of voters registered.
3. Ballot setup included - Make-up of ballot: offices for election; candidates; etc. to be forwarded to VotRite no less than ten days prior to commencement of the election, if possible.
4. Languages: English only
5. Printed end of day results for each association will be sent to election administrator.
6. iOS and Android voting APP available for download
7. Pin numbers to be distributed by each election administrator assigned
8. On-line technical support and voting assistance 24/7. Toll Free 1.877.votrite (1.877.868.4640) or 516.414.187
9. Visual screen shots available 5 days after receipt of ballot by authorized administrator

CLIENT'S RESPONSIBILITIES:

1. The association election committee is responsible for registration of its membership to vote.
2. Association election administrator is only one to receive results at close of election
3. Handling of all absentee ballots shall be the sole responsibility of the association election officers
4. Client to supply name and email address of administrator to receive end of day election results

COST OF ELECTRONIC ELECTION SERVICES:

1. Total cost for this individual Association Annual Meeting election shall be \$500.00 per association that participates and \$1.00 per voter that used pin to vote. Associations are charged only for the pins used to vote, (*if 700 pins are issued, but only 350 members vote, you are charged for 350*). Each pin covers one ballot which can consist of multiple voting choices such as voting for association officers and/or committee chairs.
2. TERMS: 50% DEPOSIT DUE UPON SIGNING OF THIS AGREEMENT. Associations shall be invoiced for the balance of payment available at the end of the election.
3. A link to the election site will be provided for on-line access.

FOLLOW-UP:

If an association would like to contact Votrite for further information, please contact Votrite directly:

VotRite, Inc
James Kapsis, President
516-414-1874 (office)
www.votrite.com

Each association is responsible for working with Votrite independently from the national office who will not be involved in association negotiation of services or the election process.