



STAFF REPORT

Date: March 15, 2023

Title: Locked election ballot box to be placed in the Members Services office from 8:00 AM – 5:00 PM beginning on Tuesday of the final week of the election.

RECOMMENDATION:

By Motion: The Board of Directors to approve the placement of a ballot box in the Member Services office at Northwoods Clubhouse to collect board election ballots dropped off from Tuesday through Saturday of the final week of the election.

BACKGROUND:

The board election timetable allows for a little over a month for the ballots to be mailed to members and returned by mail to the accounting firm engaged to maintain custody of the completed ballots and count the votes (Barnard Vogler & Co.). Vote counting occurs during a board meeting in June on the Friday preceding the Sunday Annual Meeting of Members and also for a limited time on Sunday prior to finalization of the election results. This year, the regular June Board meeting is scheduled for Friday, June 23, 2023 and the Annual Meeting on Sunday, June 25, 2023.

Despite best efforts to ensure ballots are sent to members' correct current addresses, there are situations in which ballots are not received by members and replacement ballots are either mailed to members or the members pick them up in person. In these cases, there can be timing constraints for the replacement ballot to be completed by members and mailed to the accounting firm in time to be counted.

ELECTIONS COMMITTEE RECOMMENDATION

To address this concern, the Elections Committee recommends that during the final week of the election:

- A ballot box be placed in the Members Services office in the Northwoods Clubhouse from Tuesday, June 20, 2023 through Saturday, June 24, 2023.
- The box will be locked by the accounting firm prior to its placement and the firm will retain the only key(s). Staff will not have access to the ballot boxes or the keys.
- The box will be accessible to members to deposit ballots during business hours (8:00 a.m. to 5:00 p.m. each day) and will be visible to the Members Services staff.
- The box will be emptied Wednesday afternoon, Friday morning and Sunday morning by the accounting firm and the ballots from the ballot box will be counted along with the other ballots received by the accounting firm by mail.
- The Member Services staff does not need to see any identification that the person depositing the ballot is a member. This is consistent with ballots submitted to the Inspector of Elections either during the Friday board meeting during which vote counting occurs or the Sunday Annual Meeting of Members.



FISCAL IMPACT:

There should be no or minimal fiscal impact. There are lockable boxes available that Tahoe Donner currently owns. A staff member could drive the box to the accounting firm office in Reno to be locked and to hand over the keys. Please see Exhibit A for an example on potential ballot box.

ALTERNATIVES:

The committee discussed whether it may be possible to submit ballots in person in other locations other than Member Services, for example the Bay Area or Sacramento. As Barnard Vogler & Co. does not have office locations other than Reno this was not pursued.

The committee also discussed whether the ballot box should be made available for a longer time period, or a shorter time period.

- A longer time period is not recommended because the committee believes the most secure chain of custody continues to be from the member through the US mail to the accountants' office. The ballot box solution is intended to target a limited scenario in which the potential exists that the ballots would not be received by the accounting firm in time to be counted if sent by mail.
- A shorter time period is not recommended because if a member picks up a replacement ballot on Tuesday or Wednesday of the final week and sends it by mail from Truckee there is a chance it would not be received in Reno by the Saturday deadline.

Prepared by Steve Meyers and Patty West

Reviewed by _____

Board Meeting Date: March 24, 2023

General Manager Approval to Place on the Agenda: _____