

CONSTITUTION OF THE
MATANUSKA-SUSITNA BOROUGH EMPLOYEES' ASSOCIATION
Local 6136 APEA/AFT, AFL-CIO

ARTICLE I
GENERAL PROVISIONS

Section 1. Name.

This organization shall be known as the Matanuska-Susitna Borough Employees Association, Local 6136 APEA/AFT/AFL-CIO, hereafter referred to as the "Association." Any conflict with the Constitution of the Alaska Public Employees Association/ American Federation of Teachers and this document shall be resolved in favor of the Constitution of the APEA/AFT.

Section 2. Objectives.

- A. To organize those people who are employed by the Matanuska-Susitna Borough, Alaska, who have similar interest, terms, and conditions in their working environment and to attempt to bring about cooperation and education among these employees which will better enhance their skills.
- B. To improve the quality of service to Matanuska-Susitna Borough residents by increasing the efficiency of the service and the morale of the Matanuska-Susitna Borough employees.
- C. To secure and maintain harmonious employer-employee relationships between the Matanuska-Susitna Borough and its employees.
- D. To secure improved wages, hours, working conditions, and other economic advantages through collective bargaining utilizing lawful methods.
- E. To seek and secure professional development opportunities for employees.

Section 3. Jurisdiction and Membership.

- A. The membership of this Association shall extend to all regular employees of the Matanuska-Susitna Borough as described in the current or last collective bargaining agreement.

Section 4. Members' Rights and Responsibilities.

- A. Members shall elect local officers and negotiators.

- B. Members shall vote to approve or reject bargaining unit agreements and the Constitution.
- C. Members may remove, by vote, the local officers and negotiators by recall petition.
- D. Members shall recommend negotiated agreement objectives to negotiators.

ARTICLE II
PRINCIPAL OFFICE

The principal office of the Association shall be in Palmer, Alaska.

ARTICLE III
EXECUTIVE BOARD

Section 1. Officers and Executive Board.

- A. President
- B. First Vice President
- C. Secretary
- D. Treasurer
- E. Vice President for Communications & Membership
- F. Vice President for Health and Safety
- G. Community Development Representative
- H. Finance Representative
- I. Fire/Vehicle Maintenance Representative
- J. EMS Representative
- K. Pre-Design, Engineering and Project Management Representative
- L. Operations and Maintenance Representative
- M. Solid Waste Representative
- N. Planning Representative
- O. Information Technology Representative
- P. Administration/Clerk's Office Representative

Section 2. Voting Privileges.

All Executive Board members shall have voting privileges.

Section 3. Meetings of the Executive Board.

- A. The Executive Board shall normally meet at least four (4) times a year, as determined by the president.

- B. Any member of the Executive Board shall forfeit their office if:
 - 1. They have more than three (3) unexcused absences within a twelve (12)-month period; or
 - 2. They have missed more than fifty (50) percent of the meetings scheduled by the president or Executive Board during a six (6) month period.
- C. The Executive Board retains the right to consider extenuating circumstances in granting excused absences.
- D. A replacement may be appointed by the remainder of the Executive Board.
- E. Executive Board votes on specific issues may be conducted by mail, telephone, email, or in person at the discretion of the president. Written confirmation of any vote must be filed and results of such vote shall be read into the minutes at the next Executive Board meeting and shall include the number of members contacted. An attempt shall be made to contact every Executive Board member.

ARTICLE IV
ELECTION OF EXECUTIVE BOARD

Section 1. Election.

- A. Elections for the officers shall be conducted annually. All seats shall be open for election upon the expiration of their respective term.
- B. To be eligible for nomination to any office, a candidate must be a Member in Good Standing of the Association.
- C. Terms of office for all offices shall be for two (2) years.
- D. Election of the president and treasurer will be conducted during even numbered years; election of the first vice president and secretary will be conducted during odd numbered years. Officers will be elected by plurality vote.
- E. Election of the vice president of health and safety shall be conducted during even-numbered years; vice president for communications and membership shall be conducted in odd-numbered years. Officers will be elected by plurality vote.
- F. Elections for employee representatives for Community Development, Finance, Pre-Design, Engineering and Project Management, and Fire/Vehicle Maintenance shall be conducted in even- numbered years. Election for the Operations and Maintenance, Solid Waste, Planning, Administration/Clerk’s Office, EMS and Information Technology representatives shall be conducted in odd-numbered years.

Representatives shall be elected by plurality vote. Each employee representative shall be elected by the employees within the designated area.

- G. The newly elected officers shall take office immediately following the annual meeting held during the month of April of each year.
- H. If a candidate is unopposed after the Association has provided reasonable opportunity for nominations, a ballot for that position will not be required and the candidate shall assume office immediately following the annual meeting held during the month of April of each year. If nominees for all offices up for election are unopposed under these circumstances, no election is necessary.
- I. Write-in votes are only permitted in the absence of any qualified nominee for the position.
- J. Upon termination of employment, death, removal or resignation of the president, he/she shall be succeeded by the first vice president, who shall serve the unexpired term of the president. Upon termination of employment, death, removal, resignation, or succession of the first vice president, secretary, treasurer, vice presidents, or an employee representative, a replacement shall be appointed by the remainder of the board to serve the unexpired term.
- K. Removal Procedures.

1. By the Executive Board.

An elected officer accused of malfeasance, misconduct, dereliction of duties, or failure to carry out objectives and policies of the Association and the office held, will be requested in writing to resign by the following procedures:

- a). A petition will be submitted by any member(s) of the Executive Board to the Executive Board citing the specific violation with accompanying documentation.
- b). The Association secretary will verify the petitioner's signature and issue a copy of the petition and accompanying documentation to the accused within two (2) days and obtain a signature of issue to include date of receipt.
- c). The accused may submit written rebuttal within three (3) days of receipt of petition copy.
- d). The Association secretary will issue a ballot package containing the petition, documentation, rebuttal submission (if submitted), and written ballot to the entire Executive

Board within two (2) days and schedule a special Executive Board meeting for not more than three (3) days after issuance of ballot package.

- e). The Executive Board meeting will be conducted solely for the purpose of secret balloting. The vote taken must be a two-thirds majority passage. The secretary will collect and count the ballots received and notify the president of the result.
- f). For those Executive Board members unable to attend the special meeting, their ballot will be placed in a sealed envelope and submitted to the secretary for counting at the special meeting.
- g). The accused will be notified in writing of the vote result, and in the case of an affirmative vote, an election will take place immediately by the membership.

2. By Membership Recall Petition.

The petition must contain at least ten (10) signatures of current members agreeing to the recall and contain the specified violation accompanied by documentation.

- a). The petition will be submitted to the Association Secretary.
- b). The Association secretary will notify the president of the receipt and schedule a special Executive Board meeting to discuss only the petition within three (3) days of receipt.
- c). The Executive Board will determine during an executive session if the recall petition has merit and accept or reject.
- d). If the petition is rejected, the petition and documentation will be destroyed by the Association secretary.
- e). If the petition is accepted, the secretary will be instructed to issue a petition copy with documentation to the accused and schedule a general membership election conducted according to the election procedures. If the vote result is affirmative, the removal will take place immediately.

ARTICLE V
DUTIES

Section 1. President.

The duties of the President:

- A. Preside at all meetings of the Association and enforce order.
- B. Enforce the provisions of the Constitution.
- C. Be an ex-officio member of all standing committees, except the elections committee.
- D. Be one of the responsible financial officers of the Association.
- E. Be authorized to prepare and co-sign financial instruments and make regular and usual disbursements of funds.
- F. Appoint special or standing committees confirmed by vote of the Executive Board. Members of special or standing committees may be appointed by the president and confirmed by a majority vote of the Executive Board.
- G. Call special meetings when such meetings are necessary for the good of the Association.
- H. Otherwise perform those functions of the executive officer of the Association, including employment of nonmember professionals to assist the Association in fulfilling its purposes.
- I. Serve as chair of the Executive Board.
- J. Perform such duties as required or permitted by the Constitution of the APEA/AFT and this Constitution.
- K. Be a delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.
- L. Be the authorized signer of the negotiated agreement.
- M. Be a member of the classification committee.
- N. Receive, report, and respond to correspondence of the organization.
- O. Represent the Association before the public, community organizations, and the news media.

- P. Represent the Association before bodies of the employer, executive and legislative officials.
- Q. Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 2. First Vice President.

The duties of the first vice president:

- A. Perform the duties of the president in the absence of the president.
- B. Enforce the provisions of the Constitution.
- C. Perform other duties as delegated by the president or assigned by the Executive Board.
- D. The first vice president shall activate the nominations and election committees within a timely manner to fulfill the duties of the committees according to adopted rules and procedures.
- E. Be a delegate or alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 3. Secretary.

The duties of the secretary:

- A. Keep and maintain accurate non-financial records and files of the Association and give notice of meetings as directed by the president.
- B. Record and keep minutes of all Association meetings.
- C. Perform the duties of the president in the absence of the president and first vice president.
- D. Keep and maintain an accurate list of all Association members, their addresses and phone numbers, and issue membership cards.
- E. Prepare and present to the Executive Board written complaints against members who fail to pay initiation fees and/or dues.
- F. Be the custodian of the seal and charter of the Association.
- G. Be one of the responsible financial officers of the Association.

- H. Be authorized to prepare and co-sign financial instruments and make regular and usual disbursements of funds.
- I. Assist the president in handling the correspondence of the Association.
- J. Oversee the work of, and receive and certify the reports of, the elections committee.
- K. Perform other duties as delegated by the president or assigned by the Executive Board.
- L. Be a delegate or alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 4. Treasurer.

The duties of the Treasurer:

- A. Keep and maintain an accurate and proper accounting procedure of the collection and disbursement of all Association monies.
- B. File appropriate forms and documents with the Internal Revenue Service and state of Alaska to maintain the Association's nonprofit status.
- C. Keep and maintain an accurate list of all monies which the Association members have paid into the Association.
- D. Keep a list of all members who are in arrears, suspended or expelled from the Association.
- E. Be one of the responsible financial officers of the Association.
- F. Be authorized to prepare and co-sign financial instruments and make regular and usual disbursements of funds.
- G. Be custodian of the financial accounts authorized by the Executive Board.
- H. Prepare and submit an annual budget in November for the following calendar year for approval by the Executive Board.
- I. Have accounts reviewed annually.
- J. Perform other duties as delegated by the president or assigned by the Executive Board.
- K. Be a delegate or alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 5. Vice President for Communications and Membership.

The duties of the vice president for communications and membership:

- A. Oversee the work of, and receive reports from, the newsletter and hours bank committees.
- B. Oversee the work of, and receive reports from, the benefits, events, and Constitution revision committees.
- C. Perform other duties as delegated by the president or assigned by the Executive Board.
- D. Be an alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 6. Vice President for Health and Safety.

The duties of the vice president for health and safety:

- A. Oversee the work of, and receive reports from, the health and safety committees.
- B. Perform other duties as delegated by the president or assigned by the Executive Board.
- C. Be an alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 7. Employee Representative.

The duties of employee representatives:

- A. Be familiar with the terms of the bargaining unit agreement, Association Constitution.
- B. Assist members with job related disputes and grievances.
- C. Participate in employee representative training.
- D. Distribute Association information.
- E. Orient new employees to Association and affiliates.
- F. Conduct polls and surveys.

- G. Organize members for employee action.
- H. Solicit information for negotiators.
- I. Recommend candidates for bargaining unit negotiator.
- J. Attend Association meetings.
- K. Employee representatives may submit to the Executive Board a list of requested training programs for consideration.
- L. Be an alternate delegate to the APEA/AFT Biennial Caucus, the AFT Convention and the AFL-CIO.

Section 8. Executive Board.

The duties of the Executive Board:

- A. Conduct and manage the affairs of the Association, to wit; invest, expend, contribute, use, lend and acquire Association funds and property in the pursuit of the objectives of the Association.
- B. The Executive Board shall exercise powers and authorities that are necessary to effectively, efficiently, and properly manage, conduct and operate the business of the Association and its membership.
- C. The Executive Board shall exercise exclusive power and authority to monitor, supervise, and control the financial transactions of the Association subject to rules and regulations that may be adopted by the general membership.
- D. The Association's financial records will be audited annually. The Executive Board may appoint a committee of not less than three (3) people, not to include the treasurer or anyone on the Association payroll, to perform the audit. However, the Executive Board may have a special audit performed by an outside auditor when deemed necessary. Auditor selection shall be subject to approval by the Executive Board.
- E. The Executive Board shall review the hours bank annually and may, at its discretion, implement an hours bank donation drive as needed to ensure adequate hours for projected hours bank usage.
- F. Appoint two Executive Board members, one (1) full-time and one (1) alternate, to the negotiating team. The full-time member will report to the Executive Board.

ARTICLE VI
COMMITTEES

Section 1. Standing Committees.

- A. The standing committees of the Association:
1. Benefits
 2. Classification
 3. Constitution
 4. Elections and Nominations
 5. Events
 6. Hours Bank
 7. Health Benefits Evaluation
 8. Negotiations
 9. Safety
 10. Audit
 11. Political
 12. Policy

13. The President may appoint ad-hoc committees as necessary.

Section 2. Standing Committee Functions

- A. The Benefits Committee educates the Association members on benefits available to Association members.
- B. The Classification Committee oversees the classification of new and reclassified job descriptions, grades each job description individually, assigns the appropriate range and if necessary meets with the MSB Administration Classification Committee.
- C. The Constitution Committee reviews the Association Constitution, facilitates revisions and amendments.
- D. The Elections and Nominations Committee oversees the nomination and election processes for elected officers. The committee will follow established procedures including obtaining current membership list, send notices to all Association members on nominations, receive nominations from Association members, prepare ballots and voter tally sheets. The committee will follow established procedures including, sending election notices to all current Association members, prepare ballots and voter tally sheets distribute and count ballots, certify election results and present results to the Executive Board.
- E. The Events Committee is responsible for the selection, planning and organization of Association sponsored events, such as the annual employee party, and the pumpkin carving contest.

- F. The Hours Bank Committee oversees and reviews the use of the Association Hour Bank and report to the Executive Board.
- G. The Health Benefits Evaluation Committee works with the employer to analyze the current plan administration, claims payment administration, benefit plan design and utilization.
- H. The Negotiations Committee (Team) negotiates the collective bargaining agreement in accordance with Article XIII.
- I. The Safety Committee reviews all safety related complaints and suggestions submitted by employees, works with administration and may submit safety recommendations.
- J. The Audit Committee conducts an annual internal review of the Association's financial records and reports their findings to the membership.
- K. The Political Committee is responsible for educating and encouraging political participation among Association members, through the Executive Board, on issues influencing the membership and candidates favorable to public employees.
- L. The Policy Committee reviews all polices presented by the employer, summarizes a response, comments and makes recommendations for changes and drafts replies to administration on policies.

ARTICLE VII POWERS

The Association has the power to own and possess property, both real and personal; and shall otherwise have the power and the authority to perform those lawful functions which are necessary for continuity and viability.

ARTICLE VIII POLICIES AND PROCEDURES

The day-to-day operation policies and procedures shall be established by the Executive Board.

ARTICLE IX
INDEMNIFICATION AND DEFENSE

Section 1.

The Association shall indemnify and defend the Executive Board members and Association members against administrative and legal actions resulting from the lawful actions of said person(s) as long as the action was in the performance of the business of the Association at, or in accordance with, the direction of the Association Executive Board, Constitution and Collective Bargaining Agreement or other duly authorized policies or procedures of the Association.

Section 2.

The Association shall indemnify, hold harmless and defend any member against administrative or legal action resulting from errors or omissions committed in the lawful execution of the business of the Association except when errors or omissions were committed due to gross negligence, willful misconduct, malfeasance, fraud, or intent to unlawfully deprive any other party of their legal rights.

ARTICLE X
MEMBERSHIP MEETINGS

Section 1. Annual Meeting.

- A. The annual meeting of the membership of the Association is designated for the transaction of business as deemed appropriate and shall be held in Palmer, Alaska, or at such place within the state of Alaska as may be set forth in the notice of meeting. The meeting shall be held during the month of April of each year. It shall be the responsibility of the secretary to ensure that proper notice of the meeting is distributed and disbursed to the membership at least fifteen (15) days before the meeting.
- B. The proceedings of all meetings shall be governed by Robert's Rules of Order when not in conflict with the Constitution.

Section 2. Special Meeting.

- A. Special meetings of the Association's membership may be called any time by the president or the Executive Board. Written notice of such meeting shall be posted and widely distributed to the membership by the secretary at least seven (7) days before the meeting.
- B. The time required for notice may be reduced to two (2) days by the Executive Board if the meeting is being called for the purpose of ratifying contracts, or for other purposes for which time would be of the essence.

- C. All matters that may be before a regular meeting may be before a special meeting and appropriate decisions made.

Section 3. Quorum.

- A. Fifty (50) percent plus one of the voting positions of the Executive Board shall constitute a quorum for all meetings of the Executive Board.
- B. Those members of the general membership of the Association that are present at either a regular or special meeting shall constitute a quorum for the conduct of business.

Section 4. Voting.

- A. Only those present during a regular or special meeting will be entitled to vote on general questions not mandated to be voted on by the entire membership.
- B. Election of the Executive Board will be conducted by secret ballot only, according to the election procedures.
- C. Electronic voting may be utilized in accordance with the MSBEA voting procedures.
- D. For issues other than the election of officers that are of a sensitive nature needing less time for resolution, the president shall direct an immediate ballot be prepared and distributed with a short-term receiving date and tally of said ballot.

In recognition that not all members will be able to attend each regular or special meeting, voting on any item will be governed as above.

ARTICLE XI Membership

Section 1. Membership Eligibility

Membership to the Association shall be open to all regular employees employed at the Matanuska-Susitna Borough as described in the current or last collective bargaining agreement.

Section 2. Membership Requirement

Membership in the Association shall be voluntary unless otherwise specified by collective bargaining.

Section 3. Class of Membership

There shall be one class of members: Members in Good Standing.

- A. A Member in Good Standing is a member who signed as a member with the Association and is current on all monthly dues and other local assessments.

Section 4. Non-Discrimination

No discrimination shall ever be shown toward individual members or applicants for membership

ARTICLE XII
DUES/FEES

The Association shall have the power and authority to levy membership dues, initiation fees, and other periodic dues that are necessary for the maintenance and operation of the Association.

Section 1. Purpose of Dues

All dues collected by the Association shall be used to secure, obtain, and maintain those objectives that would be beneficial to the Association's membership. Without limitation, but for the purposes of illustration, the dues may be used to secure those objectives that are described in the Constitution.

Section 2. Initiation Fees.

All new employees within the bargaining unit may voluntarily elect to become a member of the Association and pay the Association dues and initiation fee. Payment of Association dues shall commence within thirty (30) calendar days after the date they elect to become a member.

Section 3. Dues.

Each member of the Association will be required to pay dues to the Association. The dues may be altered and changed:

- A. By a majority vote of the voting membership; or
- B. By the delegates at the AFT Convention.

ARTICLE XIII
NEGOTIATIONS

Section 1. Content

A. Only MSBEA members shall determine the content of the Association's proposal and final contract.

B. At least twelve (12) months prior to the expiration of the contract, notification shall be sent to all employees requesting nominations for the team. At least nine (9) months prior to the expiration of the contract an election will be held to elect the members of the negotiating team.

C. Selection of the Negotiating Team:

The team shall consist of six (6) positions: four (4) to be elected from the membership at large and two (2) to be appointed by and from the Executive Board. The team shall be defined as:

1. Three (3) full-time positions, consisting of two (2) elected from the membership and one (1) appointed from the Executive Board. A chair and alternate chair shall be elected by the team from the three full-time positions.
2. Three (3) alternate positions, consisting of two (2) elected from the membership and one (1) appointed from the Executive Board.

D. The elected positions will be filled:

1. The two full-time positions shall be filled by the nominees receiving the first and second highest number of votes.
2. The two alternate positions shall be filled by the nominees receiving the third and fourth highest number of votes.

E. Term of Team:

The team's elected term shall run concurrent with the agreement negotiated.

F. Vacancies on the Team:

A vacancy on the team for the elected full-time position shall be filled first by the alternate receiving the highest number of votes. If both elected alternates have filled a full-time position, the Executive Board will appoint a member to complete the vacant term.

A vacancy on the team for the appointed full-time position shall be filled first by the appointed alternate. If this alternate has filled the full-time position, the Executive Board shall appoint a member from the Executive Board, to complete the vacant term.

G. Authority and Responsibilities of the Team:

1. Only the team shall prepare and distribute to all MSBEA members a survey requesting input and guidance for the upcoming negotiations.
2. Only the team shall modify contract proposals during negotiations.
3. Only the team shall reach a tentative agreement on a contract proposal.
4. After ratification the negotiating team chair and president shall sign the agreement.
5. Only the team may declare impasse, call for strike vote, or send to the members the employer's final offer without recommendation.
6. When a tentative agreement or decision to send the employer's final offer without recommendation to the members has been made, the team shall:
 - a. Within fourteen (14) working days, provide MSBEA members with a copy of the tentative agreement in suitable form, to show comparison of old and new contract language, with all proposed changes, and a written opinion specifying the pros and cons of the agreement.
 - b. Call meetings to answer any questions the membership may have about the agreement.
 - c. Conduct a ratification vote of MSBEA members.
 - d. Communicate with MSBEA members regarding the status of negotiations.
7. During the negotiation process, the team shall inform the Executive Board, at least monthly, of the progress and development of negotiations.
8. During the term of the contract, the team will be responsible for addressing, making, or recommending any changes to the original negotiated contract.
9. Role of the team and the affiliate representative: Determine the roles they and the affiliate representative shall occupy in the negotiation process.

10. Hours bank utilization: The hours bank shall be utilized in the following order for the negotiation process:
 - a. The one hundred (100) hours that administration has donated annually for the negotiation process shall be used for negotiations that occur during regular business hours.
 - b. Upon depletion of Section 10 (a) hours, hours donated by the employees shall be used for negotiations that occur during regular business hours.

ARTICLE XIV RATIFICATION

All collective bargaining agreements between the Association and the Matanuska-Susitna Borough shall be ratified by the membership by a majority of those members voting.

ARTICLE XV AMENDMENTS

The Association and its membership reserve the right to amend, alter, change, or repeal any provisions in this Constitution using the accepted election procedures. Revisions of the Constitution shall become effective upon ratification. This Constitution shall supersede the previous Constitution and bylaws and all amendments to same.

- A. Amendment Proposal - Amendments to this Constitution may be proposed in any one of the following ways:
 1. Recommendation by the Constitution Committee,
 2. by majority vote of the Executive Board; or
 3. upon petition of 20 percent (20%) of membership;
- B. Ratification Procedure - This Constitution may be amended by a two-thirds vote, of those present at a meeting established for that purpose, provided copies of the amendment have been mailed to all members at least thirty (30) days prior to the meeting.

As ratified by the membership on April 9, 2014.
As ratified by the membership on April 12, 2017.
As ratified by the membership on April 2, 2020.
As ratified by the membership on April 7, 2021.

APPENDIX I

OFFICER ELECTION PROCEDURES

1. Upon appointment to the Election Committee, the committee members shall set a meeting to discuss the election procedures in accordance with the Labor Management Reporting Disclosure Act.
2. The Committee shall elect its own chair and vice chair.
3. The Committee may choose to utilize electronic voting in accordance with the Labor Management Reporting Disclosure Act.
4. Balloting Procedures:
 - A. The Committee shall prepare and distribute Notice of Election 30 days prior to the scheduled election date. This notice will include the following information: date of election, ballots shall on the 14th day (ballot available date) prior to the election date (a) be ready for pick up by members until 5 p.m. and (b) the remaining ballots mailed, not facsimile transmission accepted, and all ballots must be received by 5 p.m. of the election date to considered valid.
 - Electronic ballots shall be emailed to the membership at least seven days prior to the election date.
 - B. The Committee will receive the prepared ballot and tally sheet from the Nomination committee 16-20 days prior to the election date and copy the necessary number according to the current member list obtained from the Association Secretary.
 - The committee shall prepare electronic ballots no later than two weeks prior to the election date.
 - C. The Committee shall on the ballot available date (fourteen (14) days prior to the election date) have the ballot package [ballot(s), instruction sheet and ballot return envelope] (a) available for member pick up until 5:00 PM and (b) mail the remaining ballot packages not picked up.
 - The committee shall email electronic ballots to the membership at least seven days prior to the election date.
 - D. The Committee shall receive returned mailed ballots up to 5:00 PM of the election date. Any ballots received after 5:00 PM of the election date will be deemed invalid and not included in the tally.

E. The Committee shall meet at the prescribed location and for the purpose of counting the ballots.

F. The ballots will be counted twice for accuracy. If, after the second counting, a discrepancy is noted, the ballots will be counted an addition time. The tally sheet will be signed by the Election Committee and Secretary to certify the results for verification and ballots placed in a sealed envelope.

5. The Committee shall report the certified results.