

Appleton Area Hockey Association

Elections Policy - Electronic Voting

Approved by: AAHA Board of Directors (2/18/2025)

Posted: (2/2/2026)

Due for next review on or before: (2/18/2028)

Purpose - This policy describes the process used by the Appleton Area Hockey Association (AAHA) to conduct membership elections for Board of Directors positions. Elections may occur as a Special Election or in connection with the Annual Meeting held in March of each year.

1. Notice

Notice of elections will be provided in accordance with the AAHA bylaws and will include:

- Offices/Director seats to be filled and term lengths
- Candidate names and brief position statements (if provided)
- Voting window (open/close date and time)
- Instructions for electronic voting and a support contact

2. Voter Eligibility and Voting Rights

Voter eligibility is governed by the AAHA Membership Policy. Key rules include:

- Family Membership: each player registered for the current season generates one vote. Families with multiple players receive multiple votes. The family determines which parent/legal guardian uses the vote(s).
- Associate Membership: one vote per paid associate member.
- Non-Parent Coach Membership: one vote per registered non-parent coach member (associate membership).
- No proxy voting.
- Members with suspended voting privileges under the Membership Policy are not eligible to vote until reinstated.

3. Voting Method

AAHA elections will be conducted primarily by electronic ballot. The Board or Nominations Committee may also provide an in-person paper ballot option for accessibility.

When electronic voting is used, AAHA will utilize a web-based voting platform that supports controlled access, duplicate-vote prevention, and results reporting.

4. Electronic Ballot Setup and Distribution

The Nominations Committee (or designee) will:

1. Generate the eligible voter list based on the Membership Policy voting rules.
2. Create the electronic ballot(s) for each eligible vote.
3. Distribute voting access instructions to eligible members via email and any additional official notice channels.

Electronic ballot controls must ensure:

- Each eligible vote can be cast only once.
- The system records that a vote was cast (auditability) without exposing the voter's selections when the election is configured as anonymous.

5. Option for Anonymity in Voting

Elections will be configured to preserve voter privacy to the greatest extent practical while maintaining election integrity.

- The electronic voting tool should be configured so that ballot selections are not tied to the voter's identity, while still preventing duplicate voting.
- If AAHA offers a paper-ballot alternative and a member requests anonymity, ballots must be submitted with no identifying markings.

6. Voting Window and Access

Voting will be open for a defined voting window published in the election notice. Additional requirements:

- Votes must be submitted by the published close time to be counted.
- Members are responsible for maintaining current contact information so electronic voting instructions are received.

7. Ballot Marking Standards

For electronic voting, members must follow the ballot instructions and submit selections through the voting platform.

- If paper ballots are offered, ballots must be marked in pen only. Pencil ballots will not be counted.

8. Custody, Integrity, and Security

The Nominations Committee will maintain custody of:

- Electronic voting configuration/settings (access controls, open/close times)
- The final voter eligibility file used to generate ballots
- The official results report and any supporting documentation

If paper ballots are used, the Nominations Committee maintains custody of ballots throughout the election process. Unused paper ballots must be clearly voided and retained with counted ballots.

9. Counting and Verification of Results

For electronic voting:

- The Nominations Committee will obtain the official results report immediately following the close of voting.
- The Committee will verify that the number of ballots counted does not exceed the number of eligible votes issued.
- If the platform provides audit logs, the Committee will retain them with the election documentation.

For paper voting (if applicable):

- Ballots will be counted by each Nominations Committee member (excluding the Board advisor) immediately following the election.
- Counts will be reconciled and re-counted as needed until results match.
- A results form (or equivalent) will be completed and retained.

10. Announcement of Election Results

Election results will be shared with the current Board of Directors as soon as reasonably possible following determination of results. Results will be shared with membership within 72 hours unless otherwise directed by the President.

11. Retention of Election Documentation

AAHA will retain election documentation as follows:

- Election documentation (eligibility list used, electronic results report, configuration summary, and related materials) will be retained for one (1) year following the election.
- Any results forms used (if applicable) will be retained electronically for seven (7) years.

12. Absentee Voting

When electronic voting is used, the electronic ballot process serves as the absentee method during the published voting window.

If AAHA provides paper absentee ballots, the following applies:

- Absentee ballots must be requested by the eligible voter.
- Absentee ballots will be distributed no sooner than one (1) week prior to the election.
- Absentee ballots must be returned as directed by the elections committee no later than 5:00pm the day before the start of the election.

Appleton Area Hockey Association

Member FAQ - Electronic Voting

How many votes do I get?

Family Membership voting is based on the number of players registered in the current season. Each registered player equals one vote. If your family has multiple registered players, you will have multiple votes. Associate members and registered non-parent coaches receive one vote each.

How will I receive my ballot?

Eligible voters will receive an email with a link (or access code) to the electronic ballot. If you do not receive a ballot notice, contact the AAHA Elections/Nominations support contact listed in the notice.

What if I have multiple votes?

If your family has multiple registered players, the elections committee will issue the correct number of electronic votes. Depending on the voting platform, you may receive separate ballot links/codes or a single link that allows multiple submissions.

Is my vote anonymous?

AAHA will configure the voting platform to preserve voter privacy to the greatest extent practical. The platform will prevent duplicate voting and may record that a vote was cast, without tying selections to your identity.

What if I make a mistake?

Electronic ballots typically cannot be edited after submission. Review your selections carefully before submitting.

What if I do not have internet access?

If you need an accommodation, contact the support contact in the election notice. The Board or Nominations Committee may provide an alternative method (such as an in-person paper ballot) when feasible.

Appleton Area Hockey Association

Election Announcement Email Template

Subject: AAHA Board of Directors Election - Electronic Voting Now Open

Hello AAHA Members,

AAHA is now accepting votes to elect the next members of the Board of Directors. In accordance with our bylaws and updated elections process, voting will be conducted electronically.

Voting Window: (Open date/time) through (Close date/time)

Positions Up for Election: (list seats/terms)

Candidates: (list candidates with brief statements or link)

How to Vote:

- 1) Look for an email from (sender/platform) with your secure ballot link (or access code).
- 2) Open the link and submit your vote(s) before the voting window closes.

Voter Eligibility: Each registered player in the current season equals one vote for the family membership. Families with multiple registered players receive multiple votes. Associate members and registered non-parent coaches receive one vote each. No proxy voting is permitted.

Need Help or Didn't Receive Your Ballot? Contact: (Name, email, phone)

Thank you for participating and supporting AAHA.

Sincerely,

(Name)

AAHA Nominations Committee