

Election Process Ballot Counting Policy:

1. Stamp, or have printed, the required information on the outside of the brown envelopes when they are sent out to reduce the number of invalid ballots.
2. Have ballot counters and official observers meet 3 to 4 hours prior to the Annual Meeting and sort the ballots received to that point. They should remove only the ballots deemed valid from the brown envelopes but take care to keep the actual ballots unopened.
3. At the scheduled Meeting time the polls will be considered closed and no more ballots taken.
4. Those ballots received in the hour before the meeting will then be subjected to the same process by the same ballot counters and official observers.
5. The Chairman of the Meeting will instruct the ballots to be counted immediately after the proof of notice and verification of a quorum of voters present.
6. The Meeting will continue through the agenda until the Chairman is notified that the results are complete or a recess is called to await the election results.
7. Once the Chairman is notified that results are in, he will continue the Meeting to the proper election result portion, (or reconvene the Meeting if a recess has been called to await results), and the results will be read.

Approved March 10, 2010

*Gary R. Bass*