

Process for LoopWorks Elections

Version 2, April 23, 2021

Overview

Board member elections will take place within 30 days before or after May 15 every year at a regular meeting of the members. Proposal elections may be held anytime during the year when in accordance with the Bylaws. The Board has approved this process for holding elections which includes:

- an open process for soliciting nominations;
- opportunities for candidates to communicate with members;
- a voting process that encourages participation;
- a ranked-choice voting system that allows members to rank at least their top three choices for each Board seat; and
- as much as possible, the Board and Worker Members will actively recruit, encourage, support, and nominate people from Milpitas.

The invitation for nominations will begin in December, to allow a long enough window of time to recruit, nominate, learn about, and engage with candidates, before voting starts.

Soliciting Nominations

At least 30 days before the election date, members will be notified of the election and invited to submit candidate names. Nominations of candidates and their acceptance must be received two weeks in advance of the scheduled election to be listed on the sample ballot. Candidates who have affirmed their interest by 15 days before the election will be listed on the ballots sent to members 14 days before the election date.

Opportunities for Candidates to Communicate with Members

Self-affirmed candidates will be provided the email addresses of members on file at the time of their request. The physical addresses of members are posted on the MilpitasPRT.com website.

Voting Process

Any member of record at the close of business on the business day preceding the day of the elections meeting is eligible to vote. Which of the Elected Directors for whom members may vote is specified in the Bylaws. If a member qualifies in two or more member types, that member has the right to cast a single vote from each type in elections. Members not physically present at a Members Meeting may participate in such a meeting by electronic transmission, and be deemed present in person and able to vote. A quorum for Member Meetings and votes is

5% of members of record at the close of business on the business day preceding the day of the meeting or 5 members, whichever is larger.

Notices of a Member Meeting that includes an election shall state the physical place, date, and time of the meeting along with the means of electronic transmission by which members may participate in that meeting, and the general nature of the business to be transacted. The notice of any meeting at which directors are to be elected shall include the names of all self-proclaimed candidates at the time the notice is given to members.

Notice of a Member Meeting shall be sent to members by electronic transmission, mail or other means of written communication using the address of the member appearing on the books of the corporation at the close of business on the business day preceding the day on which the notice is sent; or if such address is missing or wrong, the procedure described in CA Corp Code 7511(b) shall be followed.

Ballots and voting process shall allow for a ranked-choice voting system that allows members to rank at least their top three choices for each Board seat. In addition to the named candidates and a way to indicate approval, the ballot shall provide a “withhold” option for each candidate – which, if marked, shall not be counted either for or against the election of a director.

Early voting by email or delivery of hard copy ballots starts 2 weeks before the election date until all voting closes as determined at the election meeting.

Approval by written ballot shall be valid only when 1) the number of timely-cast votes equals or exceeds the quorum required to be present at a meeting authorizing such action, and 2) the number of approvals equals or exceeds the voting thresholds required under the LoopWorks Bylaws.

There shall be no voting by proxy or cumulative voting. A written ballot may not be revoked.

Counting Process

Vote counting will follow the process described in the [Wikipedia article on Instant-Runoff Voting](#).

Voting shall be by ballot. To ensure voting integrity, voting members will be identified online so they can know that their votes have been received. Voters and their votes shall be recorded but kept confidential. Challenges by voters over the recording of their vote may be submitted to any Board member prior to the next Board meeting – at which time the Board shall consider the challenge, make appropriate adjustments, and confirm the results.

Election results will be reported in the Meeting Minutes and posted on the LoopWorks website along with the total number and type of members voting for, against or abstaining on any election candidate or proposal, plus the names of all voters.