

## **PBS SOP ABSENTEE BALLOTS**

Voting in PBS elections is a privilege and opportunity that should be available to all interested members. For this reason, absentee ballots will be submitted and counted at each April general meeting as outlined in the 2010 revised PBS Bylaws.

### The Absentee Ballot:

1. An absentee ballot containing the slate of officers will be published in the April PBS newsletter of every year
2. In odd years, the absentee ballots will be published for the offices of Secretary and Treasurer.
3. In even years, the absentee ballots will be published for the office of President-Elect.
4. Published ballots will include all necessary information to expedite the completion and submission of an absentee ballot by the required due date.
5. The PBS board will approve the contents and design of the absentee ballot before publication in the PBS newsletter.

### Use of the Absentee Ballot:

1. Dues must be current for a PBS member's absentee ballot to be counted.
2. One member may submit one absentee ballot; if an absentee ballot is submitted, the member may **not** again vote at the April general meeting.
3. Completed absentee ballots will be mailed to the Chair of the PBS Audit Committee.
4. The member will print their name across the exterior flap of the envelope so membership can be verified.
5. If the name does not appear on the envelope flap, the ballot will not be counted.

### Counting the Absentee Ballots:

1. All absentee ballots must be in the hands of the chair of the PBS Audit Committee by due date as published on the absentee ballot.
2. Late absentee ballots will not be opened or counted.
3. All absentee ballots will be opened, counted, and verified at the April 2011 General Meeting by members of the President-appointed pro tem Election Committee.
4. The audit committee shall verify the election results.

Approved by the PBS board  
February 15, 2011