
17-2-9-205 Elections.

- A. The time for elections shall be set by the city clerk at least thirty (30) calendar days before the election. The election date for the initial election establishing the committee members shall be on the first Tuesday that is at least thirty (30) calendar days after the effective date of this ordinance. Subsequent elections shall be held each year on the first Tuesday in October.
- B. The city clerk shall be in charge of all elections and shall see that the proper procedures are observed.
- C. Candidate procedures are as follows:
 - 1. To become a candidate for a position, any regular full-time or regular part-time employee must submit the employee's name within fifteen (15) calendar days of the appointed election date to the clerk on a form provided by the human resources director; and
 - 2. The city clerk shall cause to be posted on all employee bulletin boards notification of such elections and all procedures which must be followed for the election at least thirty (30) calendar days before the election.
- D. Election procedures are as follows:
 - 1. Polls shall open and close on the date of the election as set forth by the city clerk;
 - 2. Each regular full-time or regular part-time employee shall have an opportunity to vote during the work day within the time limit prescribed;
 - 3. Employees not working during the time of the election may vote on election day at the employee's own discretion, but within the prescribed time limit;
 - 4. Employees on annual leave or who are sick and are unable to vote on election day may so vote by receiving from the city clerk a ballot in advance of the election, provided:
 - a. Such employees will have from the deadline of candidate filing (fifteen (15) days before the election) to the time specified for the polls to close on the date of the election to vote by absentee ballot;
 - b. Such ballots must be returned by the time the polls close on the day of the election;
 - c. The absentee ballots must be sealed in an envelope and each ballot must be signed by the voting employee; and
 - d. The absentee ballots will be counted with the regular ballots after the election;
 - 5. Whenever an emergency illness may arise, causing an employee to be unable to obtain an absentee ballot, the city clerk shall rule on these matters to determine the most feasible way to allow such employees to vote if possible; and
 - 6. A record of the names of all persons voting shall be kept by the city clerk.
- E. Vote tabulation procedures are as follows:
 - 1. The votes shall be tabulated within twenty-four (24) hours of the election;
 - 2. In each election, the votes shall be counted by the city clerk in the presence of a human resources employee designated by the human resources director.
 - 3. Election returns shall be posted on the employee bulletin boards within twenty-four (24) hours of the election.
- F. Election of committee members.

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1. Each regular full-time and regular part-time employee shall be permitted one vote for a candidate for the position representing the occupational group of which the employee is a member.
 2. The candidate receiving the highest vote for membership to the position for which he or she is running shall be elected.
 3. Ties shall be broken by the candidates drawing lots before the city clerk and witnesses.

G. Write-in candidates are subject to the following:

1. No write-in votes for a position shall be tabulated if one or more candidates for the same position have filed with the city clerk the requisite form as provided in these rules;
2. If no qualified candidate is running for a position up for election, write-in votes shall be tabulated and the city clerk shall verify, in the presence of a human resources employee designated by the human resources director, within fifteen (15) days, that the necessary write-in votes meet the eligibility requirement to be a member of the committee. After such verification, the eligible, regular employee receiving the highest number of votes shall be certified by the city clerk as the person elected;
3. If the write-in candidate receiving the highest number of votes refuses to serve or is ineligible to serve, the eligible candidate with the next highest number of votes shall be elected;
4. All ties shall be broken by the candidates drawing lots before the city clerk and witnesses.

(97-26, Amended, 05/27/1997; Ord. 2007-41, Amended, 07/10/2007; Ord. 2006-86, Amended, 11/14/2006; Ord. 2006-22, Amended, 05/23/2006)

(Ord. No. 11-51, § 8, 11-15-2011)