

**SUMMARY OF NOMINATING COMMITTEE WORK
DAJ OFFICERS' ELECTION
SUMMER 2005**

The following document summarizes the work and recommendations of the DAJ Nominating Committee for the 2005 Summer DAJ Officers' Election.

Three members of DAJ, who did not nominate any of the candidates, were tasked with running the nominating committee. DAJ officers created the ballots and assisted in posting information to all DAJ members, but the nominating committee handled all other aspects of the election. This document could be used as a guide for the next election or a committee could be formed prior to review the recommendations and create formal procedures that could be adopted into the by-laws of DAJ. This should be done well in advance of the next election.

The procedures are broken down as follows:

1. Nomination
 2. Ballot-mailing
 3. Receiving ballots
 4. Counting ballots & announcing the results
- *as a side note managing the communication throughout the process is a separate task

Nomination Procedures for 2005 DAJ Officer Elections

- 1) Call for Nominations: The initial call for nominations was given on June 14, with a 3-week and 2-day time frame before closing (July 7). For the 2005 elections, the current officers decided the dates and general nominating procedures. An e-mail address was set up and one committee member took responsibility for monitoring it and communicating with nominators and nominees.
 - a) The call was broadcast via email to the Membership list, as well as posted on the DAJ Yahoo list and website.
 - b) Nominations were accepted from members for other members, or self-nomination from members at a temporary email account created for the occasion.
 - c) Membership status was checked online using the DAJ Membership database.
- 2) Confirmation Process: A Nomination Committee Member confirmed each nomination with the following process (see separate "Nomination Tracking" spreadsheet:
 - a) Receipt of each nomination was acknowledged via an email to the nominator.
 - b) The nominated person was next contacted, to see whether or not they accepted the nomination. A brief summary of the position (as given in the DAJ bylaws), as well as the deadline for acceptance was communicated.
 - c) Upon acceptance, the nominated person was then asked for a short bio, to be used for campaign purposes. The bio was later posted to the DAJ website, as well as sent out with the mailed ballots.
 - d) Unverified nominations were followed up with at periodic intervals (1 week prior to deadline, 3 days prior to deadline, last day before deadline, etc.) to confirm whether or not the nominated individual would accept or not.

- 3) Close of Nominations: After the deadline for accepting and verifying nominations had passed, the compiled list of candidates (the “Nomination Tracking” spreadsheet referenced above) and the collected candidates’ statements were passed on to a designated Officer for posting to the DAJ Website and inclusion in the ballot materials to be mailed out.

Ballot Mailing for 2005 DAJ Elections

- 1) Preparation: The Officers printed mailing labels using the membership database, as well as the ballots, instructions and additional materials (amendments to the bylaws were also being voted on). The materials were then sent in boxes to a pre-arranged working area for ballot stuffing (a member’s apartment).
- 2) Ballot Stuffing: The three members met for an evening (Friday, July 15) to stuff and seal ~970 envelopes.
- 3) Absentee Ballots: For this election, provisions were made for absentee voting. Ballots were faxed and emailed to those who could not access their postal mailboxes. Directions for the absentee ballots were sent via email and also posted on the DAJ website.

Ballot Receiving for 2005 DAJ Elections

- 1) Mailbox – One member was assigned a key to the DAJ postal box used for the election. A postal box located at the central Tokyo Post Office was utilized. The member checked the mailbox weekly, which was sufficient to prevent the mailbox from becoming too full.
 - a. Two piles of ballots were collected
 - i. Sealed returned ballots
 - ii. Undeliverable addresses (the latter were returned to the membership committee to update the database)
 - b. The same member brought the ballots to the ballot counting day location.
- 2) Fax – Some absentee ballots were sent by fax. Because all ballots needed to be signed, none were sent by email.
- 3) Deadline - All ballots had to be postmarked August 1 to be counted in the election. In the case of absentee ballots, the deadline was transmission by 11:59pm on Aug 1, JST.

Ballot Counting Procedure for 2005 DAJ Officer Elections

The following procedure was used the day of the ballot counting, which took place at the Pink Cow in Shibuya on August 6, 2005:

- 1) Prior to counting day: An announcement was made inviting observers and nominees and informing them of the procedures to be used.
- 2) 1:00pm: Setup
 - a) Nomination Committee Members arrive with ballots. The table should be in a place where the counting process can easily be observed. The Committee Members will assume basic roles as below:
 - i) **Reader** – verifies each ballot has a name and signature, and valid postmark date. Then, reads the information from authenticated ballots to the tabulator and for the benefit of observers.
 - ii) **Name Checker** – checks the names off of a master list of DAJ Members; and insures no member votes more than once.
 - iii) **Tabulator** - tabulates the votes on a Laptop in an Excel worksheet (Excel worksheet has been attached).

- iv) **Monitor** - watches the tabulation process, maintains control of various piles/boxes of ballots (Authenticated, Non-Authenticated, Double, etc.) and responds to queries from observers on specific ballots. (Monitor should have a second member list for reference).
 - b) NOTE: **Observers** will not speak to the name checker, reader, or tabulator, and only to the monitor in very hushed tones so as not to disturb the counting process. **Observers** will be permitted only to ask for re-authentication of individual ballots and **not** to ask for procedural changes, **debate** validity of a particular ballot with the monitor, or **comment** on procedures in the counting area. All procedural queries are to be addressed to officers outside of hearing of the committee. **Observers** will not handle ballots. **Observers** will not disturb the committee members in the process of counting. **Unruly observers** will be asked to leave the counting area. **These rules** will be explained to observers before the process begins.
 - c) The process was designed to allow transparency while still maintaining some privacy, since it was not entirely clear to voting members what the process would be. This is a compromise solution that future elections can address in a different way, if so desired.
- 3) 1:30pm: Ballot Authentication
- a) The two Readers, working in tandem, open ballots and verify: Date (must be postmarked no later than Aug 1); ballot is signed and has a name.
 - b) The Reader reads the name to for the Name Checker, who verifies that the person is a DAJ member and has not yet voted. If necessary, the Reader may show the name to the Name Checker for confirmation.
 - c) The ballot is then folded to hide the name.
 - d) The Authenticated ballots will be placed into an “Authenticated” pile for later reshuffling.
 - e) Non-Authenticated ballots will be placed into an appropriate pile or box (double ballot, no signature, etc.)
- 4) ~2:30pm: Counting
- a) The Authenticated Ballots are shuffled, so that the order they are read in will be random.
 - b) The Reader will then read each ballot in turn, and will call out the office and the vote (Chair is XXX, Vice is YYY, etc.) and then indicate ‘Yes’ or ‘No’ for each of the 25 bylaw amendments.
 - c) The Tabulator will add the votes to the corresponding nominee in the Excel worksheet and record a ‘Yes’ or ‘No’ vote for each of the 25 bylaw amendments.
 - d) The Monitor will watch to make sure the correct vote is read out, and the correct entry is tabulated. The monitor will also maintain control of all processed ballots in the NAB, DB, and TB boxes. The monitor will respond to queries on specific ballots by rechecking the ballot in question to determine if it has been assigned the correct status. The monitor will have final say during the count, but DAJ members can have the monitor flag individual ballots and follow up with the DAJ officers after the count is complete. Under no circumstances will members be permitted to dispute the Monitor on recheck.
 - e) *If time allows*, after all of the ballots are processed, committee members change spots; ballots are re-authenticated against second master list, and re-tabulated on a second tabulation sheet.
- 5) ~4:30pm: Final Check

- a) Reader counts the number of accepted ballots.
 - b) Name Checker counts up the list of members who voted.
 - c) Tabulator verifies all votes for offices.
 - d) The number of accepted ballots and list of members who voted should match and the total number of votes for offices should be four times this number!
- 6) ~4:45pm: Result Confirmation
- a) The results are then announced to all nominees (present or otherwise), and their confirmation requested. Confirmation does not preclude their right to peruse the ballots later if they so request. If a nominee requests a recount, the request must be seconded by another nominee and then the process will be re-done. All nominees must be available and make arrangements for contact on vote counting day or, in writing, communicate to the nominating committee that another has the proxy to speak for them.
 - b) Note: The Nomination Committee will only accept calls for a recount from one of the nominees. Any other DAJ member can check the ballots at a later time, at the convenience of the secretary.
- 7) ~5:00pm: General Results Announcement
- a) The results of the Election are announced to all DAJ members observing as follows:
 - i) “Secretary: XXX
Treasurer: YYY
Vice Chair: ZZZ
Chair: ABC”
 - b) A Nomination Committee Member will then post the results on the DAJ Website, and send the results to the Yahoo List.
- 8) Finally, the Nomination Committee will destroy the membership lists used to track voters (by shredding), will bundle the ballots according their respective classifications (NAB, DB, TB), and will seal the ballots in a box(es), sign across the seals, and mark the date. The secretary will then take possession of the box(es). Any DAJ member can request to see the ballots. In the presence of the secretary or a witness designated by the secretary, the boxes can be opened for inspection. However, ballots cannot be copied and no note taking will be permitted. The witness and secretary/member will then reseal, sign, and date the box.

THE DAJ ELECTION PROCESS

RECOMMENDATIONS FROM THE 2005 DAJ NOMINATING COMMITTEE

1. Archive all of the 2005 documentation, including Democratic Party, DA, and DAJ bylaws, election announcements, and as much of the electronic dialog as possible. This complete archive will assist the 2007 election committee in preparing for problems that may arise during the election.
2. Before the mailing begins, the membership committee must do a thorough review of the database to determine which addresses are no longer valid. In the 2005 election, many ballots were returned to sender. Additionally, in the future DAJ should consider electronic voting (for the majority) with paper ballots going only to those who require it
3. Set up a larger committee (perhaps 4-5 people), with a chair, much earlier, perhaps 6 weeks before the ballots must be sent out. Call it the election committee and allow it to take charge of the entire process from start to finish. Major tasks include:
 - a. Review, finalize, (if needed) and post guidelines on website;
 - b. The nomination and bylaw amendment proposal process as well as general communications (including responding to queries, sending out/posting reminders, announcing results);
 - c. Ballot mailing (including preparing the ballots and supporting documentation);
 - d. Receiving and counting of ballots; and
 - e. Producing a wrap-up brief with recommendations.
4. The first task of the committee should be to plan out the schedule of the election, including timetable (including announcements and reminders), division of labor and areas of responsibility within the committee. All procedural details (nomination, absentee ballots) should be reviewed and discussed for clarity. The procedural document should be posted to the web for membership review prior to the election cycle. To avoid any misunderstandings or confusion, there should be adequate documentation and justification for procedures (e.g., why must ballots be signed). Moreover, it is critical that members be allowed the opportunity to provide feedback. Such feedback can, potentially, lead to proposed bylaw amendments. If there is sufficient interest, a canvas of the elections methods of other country chapters could be done.
5. The ballot mailing is a large job and preparations should likely begin well in advance—e.g., materials purchased, address labels printed and affixed to envelopes. Sufficient time between the close of nominations and the mailing date must be allowed to prepare the list of proposed bylaw amendments (preferably with supporting explanations), gather and consolidate the candidate statements, and prepare the ballot. These materials must then be copied, and collated; and the envelopes stuffed and mailed. So, there is some advanced planning needed. This is a big job, for which perhaps two-three people can split the bulk of the preliminary work, although all will likely need to assist in the envelop stuffing.

For the envelope stuffing, in the 2005 elections approximately 5 hours of time was allotted for envelope stuffing, which proved to be insufficient (for 2 hours there was one extra volunteer). In the future, either more time should be allotted for the task or more people involved to help (however, it will depend on the actual number of envelopes to be stuffed, and whether printing will be done by the committee or not).

6. Receiving the ballots and maintaining ballot security is integral to ensuring the integrity of the election process. One member should have the key to the mailbox and be responsible for periodically checking for ballots and for bringing the ballots to the counting place. What to do with returned ballots should be decided in advance. The counting procedure developed for the 2005 elections seemed to work well and is documented in a file that was posted to the DAJ website (and is also recreated in this report).
7. A final task of the committee could be to provide a brief report of recommendations for procedural changes for the next election.