

## SHBCC ABSENTEE BALLOT PROCEDURE

1. Member in good standing must notify Membership Sec of intent to vote with absentee ballot.
2. Membership Sec will send a ballot with a self returned envelope to the members listed address. Both envelopes will be numbered.
3. Member will fill out ballot and return in self addressed to the Membership Sec prior to the scheduled election TBD. Must be postmarked by date(TBD) or will not be counted.
4. Membership Secretary will take ballots and check with sent out list to verify ballots.
5. Unopened envelopes will be presented to election committee on night of election.