

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.**  
**ELECTION PROCEDURES**  
**BOARD POLICY NO. 102**  
**Supersedes Policy 30**

**SUBJECT:** Election Procedures

**OBJECTIVE:** To provide an orderly procedure for conducting the elections of the Mora-San Miguel Electric Cooperative.

**POLICY:**

**1. Community Property Membership:**

Either spouse may vote a membership standing in the name of a married person.

No one else, including close relatives of such member, may vote under such membership.

**2. Entity Membership:**

A. Membership in the name of an entity, such as a corporation, association, partnership, governmental entity, parish, and the like, shall be voted only by an owner, officer, manager, member of the entity's board of directors, or member of the clergy, including priests, deacons, bishops and vestry member.

B. The entity shall execute the Cooperative's Entity Designation form in which the entity shall certify:

- Name of registered entity;
- Name and address of person designated to vote on behalf of entity and
- Whether the person is the entity's owner, officer, manager, member of the entity's board of directors or member of the clergy, including priests, deacons, bishops and vestry members;
- Type of election;
- Date and location of election; and
- The authorized signature of the entity.

C. The Entity Designation form shall be filed in the main office in Mora or submitted at or before the election.

D. The Entity Designation forms shall be mailed by the Cooperative to entities no later than ten (10) days before any election.

**3. Challengers and Election Officials:**

A. Each candidate may challenge in person or appoint a challenger at the time of, or before the election, and the name of such designated challenger shall be submitted in writing to the office of the Cooperative in Mora. A person designated by an entity may be challenged before receiving a ballot if he has no valid credentials.

B. Prior to commencement of the election, each candidate may designate not more than two (2) persons to act as election officials.

C. If a designated official fails to appear in time for observing the registering of voters or if the number of election officials nominated appears to be insufficient to conduct an orderly election, the president, or in his absence the vice-president, secretary or other trustee, may so appoint from those members present at the meeting.

D. If an individual is challenged as an eligible voter, the Cooperative shall permit the individual to vote by provisional ballot.

E. Each election official shall be paid a fee of \$50.00 plus mileage. Challengers shall serve without pay from the Cooperative.

**4. Registration and Voting:**

A. In District Elections, registration of members shall begin at 4:00 o'clock p.m. and shall end no later than 7:00 p.m., unless otherwise determined by the Board. Voting shall commence immediately at the time of the opening of Registration. A running quorum shall be calculated so that if a quorum of members have registered prior to the close of voting and the calling of the district meeting to order, such quorum shall be deemed sufficient for the purpose of conducting the business of the district meeting.

B. At the Annual Meeting, registration of members shall begin a 9:00 o'clock a.m. and shall end no later than 12:00 o'clock noon, unless determined by the Board. Voting shall commence immediately at the time of the opening of Registration. A running quorum shall be calculated so that if a quorum of members have registered prior to the close of voting and the calling of the

annual meeting to order, such quorum shall be deemed sufficient for the purposes of conducting the business of the annual meeting.

**5. Certification of Results:**

Following the close of the election, the election officials shall certify to the results in writing and shall deliver the same, together with all other election supplies, to the official recorder for the Cooperative.

**6. Certificates of Election:**

Certificates of election and election supplies shall be filed with the Cooperative.

**7. Miscellaneous:**

- A. A current list of active members shall be available for inspection at the Cooperative's office in Mora not less than seven (7) days before the election.
- B. Candidates or their representatives may purchase copies of such membership lists and/or labels upon payment of a fee of twenty-five cents (.25) per 11-inch sheet.
- C. Candidates or their representative may purchase copies of registrants lists compiled during the election upon payment of a fee of one dollar (\$1.00) per page.
- D. All members shall be registered by the Cooperative's registrar before receiving a ballot. Those persons whose right to vote has been challenged and upheld by the election officials shall also be entered on the register with the notation "challenged".
- E. All elections of the Cooperative shall be held in public buildings, if at all possible.
- F. The Cooperative Attorney shall be involved with the certification of the process.

The Board shall be responsible for the enforcement of this Policy.

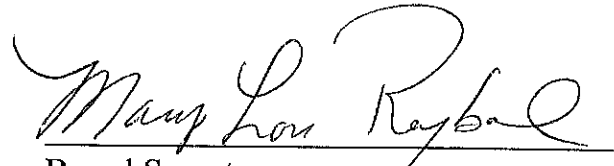
Approved: April 13, 1993

Effective: April 13, 1993

Reaffirmed: February 24, 1995

Revised: November 29, 2005

Revised: April 29, 2009  
Revised: June 23, 2011

  
Board Secretary

**ELECTION PROCEDURES ENTITY DESIGNATION FORM**  
**MORA-SAN MIGUEL ELECTRIC COOPERATIVE**  
**POLICY NO. 102-A**  
**NEW POLICY**

The following form shall be used as an Entity Designation Form:

Name of Registered Entity: \_\_\_\_\_

Name of Person designated to vote on behalf of entity:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I hereby swear or affirm that the person designated to vote on behalf of this Entity is a(n):

- Owner
- Officer of the Corporation
- Member of the Corporation=s Board of Directors
- Manager

At annual/district election to be held \_\_\_\_\_, 20\_\_, at

\_\_\_\_\_

\_\_\_\_\_  
Authorized signature of above named  
business, partnership or corporation, etc.

Mora-San Miguel Electric Cooperative, Inc.  
P.O. Box 240  
Mora, New Mexico 87732

ENTITY DESIGNATION FORM

June 15, 2011

Mora-San Miguel Electric Cooperative, Inc.  
P.O. Box 240  
Mora, New Mexico 87732

To Whom It May Concern:

The governing body of the undersigned Member of the Mora-San Miguel Electric Cooperative, Inc. hereby certifies that the following person designated to vote on behalf of the entity is a(n):

- \_\_\_\_\_ Owner;
- \_\_\_\_\_ Officer or Director of the Corporation;
- \_\_\_\_\_ Member of the LLC;
- \_\_\_\_\_ Manager of the entity, or;
- \_\_\_\_\_ Member of the Clergy, including priests, deacons, bishops and vestry.

The designated person may serve as the voting delegate for the purpose of transacting the business of the **Annual Meeting to be held on Saturday, June 25, 2011 at the Mora High School Gym, Mora, New Mexico and at the Pecos Middle/High School Cafeteria, Pecos, New Mexico, starting at the hour of 9:00 a.m. and ending at 12:00 Noon.**

Name of registered entity: \_\_\_\_\_

Name of person designated to vote on behalf of entity \_\_\_\_\_  
Name

Address: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Authorized signature of above named entity

The designation form shall be filed in the main office in Mora or submitted at or before the election.

Gross Receipt Tax No. \_\_\_\_\_

CRS Tax No. \_\_\_\_\_