

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX I

THE SOA BILL SYLVESTER TALLY COMMITTEE

I. GENERAL

- A. PURPOSE. This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) Tally Committee. Nothing in this annex or these procedures is applicable to banking or other financial information, processes, or procedures

- B. CONFORMITY . This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date).

- C. COMPOSITION. The SOA Tally Committee Chairman will be appointed by the President of the SOA, approved by the SOA Board of Directors and will serve as the chair the Tally Committee.

II. DUTIES OF THE SOA BILL SYLVESTER TALLY COMMITTEE

- A. GENERAL: The SOA Bill Sylvester Tally Committee is responsible for receiving, certifying eligibility, and tabulating the ballots cast in all Special Operations Association elections.

The Tally Committee Chairman will work in conjunction with the SOA Membership Committee Chairman, or his designee.

All ballots received, electronically or USPS, shall remain sealed, and will not be certified or counted until the committee meets at a designated time to confirm eligibility of all voters before compiling an official vote count.

- B. COMMITTEE COMPOSITION: The committee will be composed of a chairman and no more than two additional committee members. Members of the committee must be general, associate, or honorary members in good standing.

- C. **SECRECY:** The tasks enumerated in paragraph A above should be executed with the goal of complete ballot secrecy. The only committee POC is the chairman, who reports directly to the president.
- D. **BALLOTING -** The Tally Committee Chairman will work in conjunction with the SOA Membership Committee Chairman, or his designee, to distribute electronic and USPS ballots.
 - 1. **ELECTRONIC BALLOTS** – Electronic ballots will be emailed to eligible members in conjunction with the mailing of the PRP.
 - 2. **USPS BALLOTS** – Eligible members without a valid email address, or whose email ballot “bounces” will be mailed a ballot USPS with a return envelope addressed to the Tally Committee, at the SOA’s PO Box in Las Vegas.
- E. **ELIGIBILITY CUT OFF:** The announced eligibility cutoff date for SOA ballots shall be 20 days prior to the opening day of SOAR. The Committee can meet any time after that postmark date deadline to compile election results.
- F. **CERTIFICATION:** Certification of ballot eligibility will be based on alpha and numeric rosters provided by the Secretary/Membership Chairman, on ballots that are post marked prior to the announced post-mark deadline. That deadline date will be announced in the PRP and on the SOA Website as to the last date that ballots, USPS postmark or electronically, can be received and eligible to be counted by the Committee.
- G. **REPORTS:** Election results will be provided to the SOA President by the most direct method immediately following the vote count.

A written report will be provided to the SOA President prior to the commencement of SOAR. The SOA President will forward the results to the SOA BOD and to the SOA Secretary for posting on the SOA Website. The election results will be posted at SOAR and copies of the report will be available to members upon request. See Appendix 1 for an example of an actual report format.

- H. **BALLOT RETENTION:** Ballots shall be turned over to the SOA Secretary for final disposition to be destroyed in 30 days after the day the official vote count was tallied, unless the SOA President asks for an extension of the disposition deadline date for the good of the SOA.
- I. **OTHER:** The Tally Committee Chairman will perform other election-related activities as directed by the President, such as counting the vote in special elections or on membership generated votes such as an impeachment.

II. EFFECTIVE DATE. This SOP Annex will become effective upon approval of the BOD and the dated signature of the Vice President of the SOA.

Approved by the Board of Directors on February 17, 2022.

A handwritten signature in black ink, appearing to read "M. E. Taylor", with a long horizontal flourish extending to the right.

MICHAEL E. TAYLOR
Vice President
Special Operations Association

Appendix 1 (Example Report to BOD)

The Bill Sylvester SOA Tally Committee Ballot Report
SOA BOD ELECTION RESULTS
Date_____

To: SOA Board of Directors and Key Staff
From: _____, Chairman, Bill Sylvester SOA Tally Committee
Subject: Final Ballot Count Report for the BOD Election

The committee met on _____date____, at _____place_____ for the purpose of counting the SOA election ballots. The deadline to receive ballots was _____ which was announced in the PRP.

ELECTION RESULTS:

_____ Received (electronically + USPS)
_____ Vetted eligible by the Membership Chairman
_____ Determined ineligible
_____ Disqualified due to _____

Candidate results:

_____ Position # ; ____ # votes for ____; # votes for ____; # abstains ____
_____ Position #; ____ # votes for ____; # votes for ____; # abstains ____
_____ Position #; ____ # votes for ____; # votes for ____; # abstains ____

Final Disposition:

All ballots have been retained and will be hand delivered the SOA Secretary at SOAR.

I want to thank the committee for their due diligence.

Fraternally,
Tally Chairman