**8.4 Absentee Ballots**

a. Any current GCA adult member may request an absentee ballot from the time the candidates are announced until 14 days before the election.

b. The request should be made to the GCA Secretary in writing – either in person, by mail, or by e-mail.

c. Upon verification of membership, which must be valid from the time of the request through the election date, the Secretary will mail a ballot and a self-addressed envelope to the member. Both the address and the return address will be that of the GCA. The member must affix postage. The envelope will be marked “ballot” so that when the envelope arrives, the Secretary can differentiate it from other unrelated GCA mail.

d. The ballot must be received by three days before the election to be valid.

e. The mailed-out absentee ballot will have the Secretary’s signature for verification purposes. This will be the only way the absentee ballot will be different from the election-day ballot. For this reason, only the original ballot will be accepted, not a photocopy.

f. The Secretary will not open the envelope. The mailed-in envelopes will be provided to the officially designated counter(s) on election day. On years when the Secretary is up for election, another board member will be designated to collect the GCA mail during the election season, unless the Secretary is running unopposed.

g. The Secretary will provide the membership coordinator a list of those who requested absentee ballots so that those individuals can be marked off the voter roll. Anyone requesting an absentee ballot will not be allowed to vote in person on election day.