

**PROCEDURE FOR DISTRIBUTION OF BALLOTS AND VOTING AT EXPULSION  
MEETINGS**

1. Ballots will be handed out to all members (principle and associates) when the vote is called.
2. Sign in will be limited to those who arrive at the time the meeting is scheduled. Once the scheduled time has arrived and all the members present have signed in, the meeting will be called to order.
3. Members must be present when the vote is called. Members who choose to leave the meeting early, before all presentations, questions and discussion has occurred, will forfeit their eligibility to vote.
4. Members who leave during the presentations and discussion will forfeit their eligibility to vote, as they will not have been present to hear and consider all the facts regarding the issue being addressed.
5. As ballots are collected they will be checked off on the sign in list to ensure that only those eligible have cast a ballot.
6. Ballots will be counted by 3 scrutineers. If the member whose termination is being considered is present, they will be entitled to select one of the scrutineers.