

Policies & Procedures adopted by the Appointed Directors to the New DMO

To help ensure a fair and transparent election, the Appointed Directors shall conduct the election in compliance with (a) the Letter of Intent recently signed by Galena, Jo Daviess County, VisitGalena and the CVB, and (b) the following policies and procedures.

1. Prior to the election, the Appointed Directors will merge the VG and CVB databases, and then sort the merged data in an effort to create a comprehensive list of eligible voters. As stated in the LOI: “The lead contact for every tourism-related business and event coordinator in Jo Daviess County shall be eligible to vote. Each eligible voter may only vote one ballot.”
 - a. The Appointed Directors are interpreting “event coordinator” to refer to public events, not private events.
 - b. “Lead contact” is being defined as the primary business contact from either the VG database or the CVB data. After merging the CVB and VG databases, if multiple contacts are listed for the same business or event, the contact associated with an email address will be selected, or if multiple contacts are associated with an email address, the first contact listed for a given business or event will be retained in the merged database. Other listings will be deleted to avoid multiple listings of the same business or event in the voter list.
 - c. Since each eligible voter may only vote one ballot, the merged database will then be sorted by individual names. If an individual is the lead contact for more than one business or event, the listing with the most contact information will be retained in the merged database. Other listings will be deleted to avoid multiple listings of the same person in the voter list.
 - d. Recognizing that the source of data (the VG & CVB databases) may be imperfect, and that the preceding process may be imperfect, the Appointed Directors will take the following steps in an effort to confirm the accuracy and completeness of its newly created voter list.
2. Next, the Appointed Directors will send an email to each individual on its preliminary voter list to report that each has been identified as an eligible voter and to explain the election process.
3. Shortly thereafter, the Appointed Directors will place a press release in the Galena Gazette, the Flash, and the Stockton Scoop explaining the election process and informing people that they have a week to contact the Appointed Directors if they believe they are an eligible voter but did not receive an email from the Appointed Directors confirming that their name is already on the list of eligible voters.
4. After receiving input from the public, the Appointed Directors will update its list of eligible voters as needed in its sole discretion.

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5. Using the updated list of eligible voters, the Appointed Directors will email (or mail in the case of eligible voters that lack an email address) a ballot to each eligible voter, including a deadline and instructions for returning the ballot.
6. The Appointed Directors will retain the ballots for a minimum of 30 days after the election in case someone challenges the results. Once the new DMO entity engages legal counsel, the DMO will request guidance on disposing of the ballots.
7. In the case of a tie vote, the Appointed Directors will determine the winner by the flip of a coin.
8. In the case that an individual receives the most votes for more than one Elected Director position, the Appointed Directors will determine which position that individual will be awarded by the flip of a coin.
9. In the case that an individual does not accept a position after having received the most votes, the runner-up will be offered the position.
10. No cumulative voting will be allowed.
11. Owners or employees of Chestnut Mountain Resort and Eagle Ridge Resort & Spa, and members of the Jo Daviess County Board and the Galena City Council, will not be eligible to serve as Elected Directors since each entity has an Appointed Director.