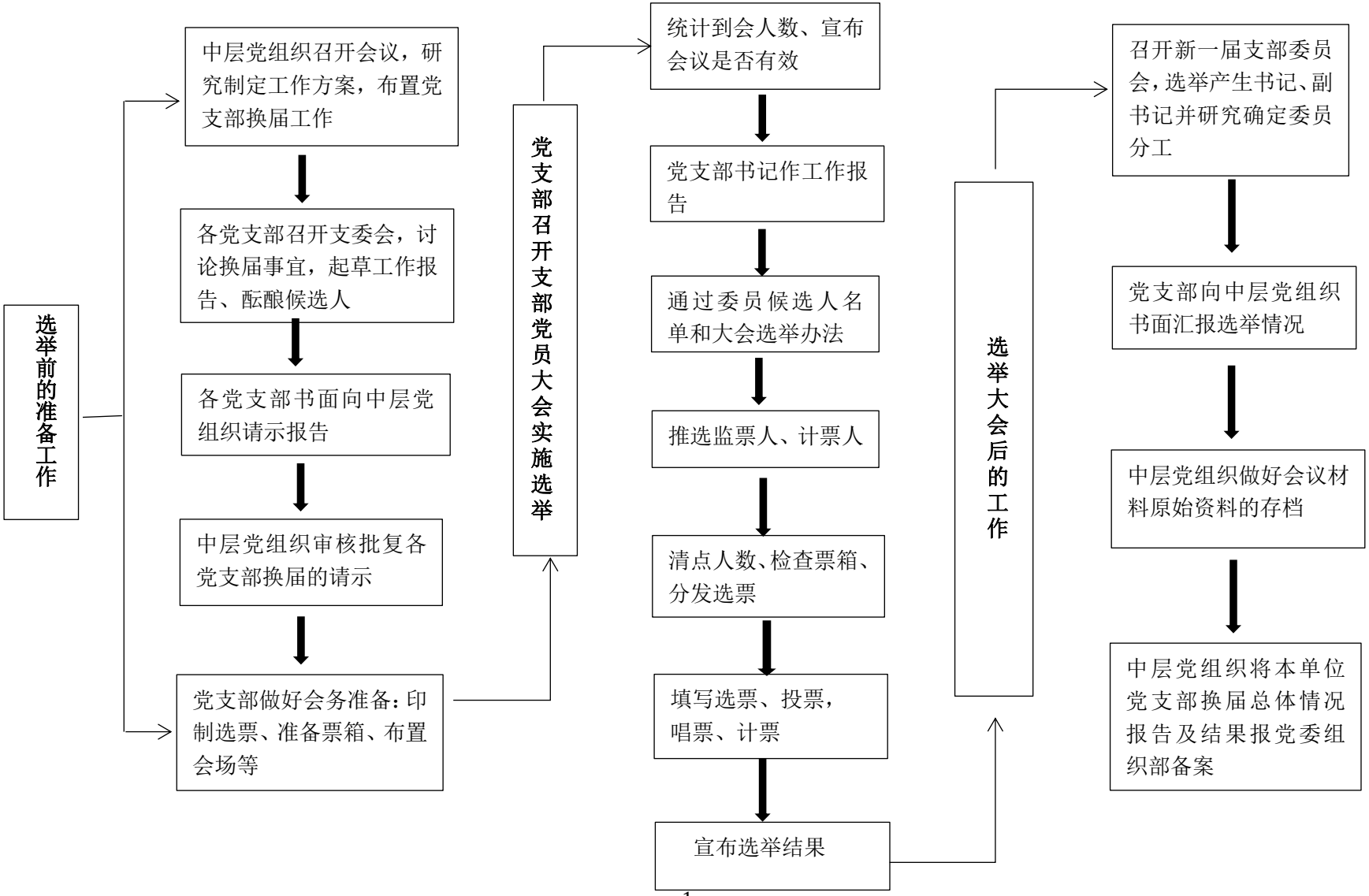党支部换届选举工作程序