

# ELECTION PROCEDURES

According to the Association's Bylaws, Election of Local Officers are to be held every 2 years.

A Committee on Elections shall be appointed by the President, consisting of a Judge of Elections and two (2) tellers. **No officers of the Association or candidates shall serve on the Elections Committee.**

In accordance with the Bylaws of the Association elections are to be held in November and nominations for same to be requested in October.

Notice of available positions and request for nominations are mailed to each member with a deadline to be returned. After close of request of nominations are completed. The Judge of Elections then checks to make sure the candidates accept the nomination and credentials for position checked. A notice of intent to run for office is sent to each member so that they know who is going to be placed on the ballot. It is also noted that nominations for the positions can be made on the floor on the day of the election and nominees have to be present to accept same. **Both notices have the date, time and place where the elections will take place.**

The Judge of Elections explains the nominations & voting procedures (i.e. no write in candidates, error procedure, etc.) Judge of Elections reads the names of the members who have accepted the nominations for the vacant positions. He then requests the Recording Secretary to place the names on the official ballot.

Judge of Elections then calls for nominations from the floor. Example

***THE CHAIR WILL NOW ASCERTAIN NOMINATIONS FROM THE FLOOR FOR THE OFFICE OF \_\_\_\_\_ . (This is requested 3 times) (If you have members running for Delegates, this procedure is the same) ARE THERE ANY FURTHER NOMINATIONS FOR THE OFFICE OF \_\_\_\_\_ ?***

After 3 times – "Nominations for the Office of \_\_\_\_\_ are now closed. If further nominations are received, the Judge of Elections requests the Recording Secretary to place those names on the official ballot.

***{If only one candidate is running for office, the Chair then declares that person elected to the office in which they have been nominated for.}***

This is completed for all available positions.

After the nominations are completed and there are more than 1 party running for the office, candidates are given the opportunity to address the membership for the time period listed in the bylaws. (i.e. 3 minutes) Membership is given the opportunity to vote making sure the time period noted in the notices is adhered to.

When the polls are closed the Judge of Elections and tellers take the ballots to a room to count. If there are Absentee Ballots or Proxy votes then they are to be opened and counted. Make sure that count is kept separate. **The Bylaws should be followed on the procedures for the return of the absentee ballots and timelines must be adhered to.** The Judge then gives the results to the President who at that point is obligated to publicize the same to the membership, headquarters and with the Uniserv Representative immediately upon their election.