# NACOLE 2018 ELECTION COMMITTEE & ELECTION PROCEDURES

**Announcements**

The Election Committee shall prepare Election Information for distribution to all members upon payment of dues. The information shall include but not be limited to:

* Election Notification Letter
* Declaration of Intent to Seek Office Form
* Proxy Vote Authorization Form
* Other related election information and materials

The Election Committee will post the following on the NACOLE web site:

* The procedure for filing Declaration of Intent
* Declaration of Intent to Seek Office Form
* The procedure for filing the Proxy Authorization
* A Proxy Authorization Form
* The names and bios of the Declared Candidates
* A Sample Ballot Form

# Progress Reports

The Chair of the Election Committee shall file progress reports on the election and candidates for office sixty (60) and thirty (30) days prior to the election of Officers and Board of Directors, and in addition, as may otherwise be requested by the Board.

# Eligibility

Only regular members in accordance with the Bylaws who have been a member in good standing for one (1) year, whose dues are fully paid at the time that he/she files a declaration of intent to stand for election, and who have attended at least one (1) of the two previous national conferences shall be eligible for election as an Officer or to the Board of Directors.[1](#_bookmark0) Any organizational member who seeks election to office must hold his/her organization’s voting membership.

# Declarations for Election to Office

The Election Committee shall receive declarations of candidates and pertinent background information for each position in the regular election of Officers and Board of Directors.

Members may file for no more than one position.

1 NACOLE Bylaws (2014), Article VI, C.

Declarations of Candidacy for Election shall be received by the Election Committee no later than thirty (30) days prior to Annual Meeting. Declarations shall be sent via US Postal Service, email or fax to the Election Committee member at the address specified in Election announcements.

The ballot for elections of officers and Board of Directors shall be final 30 days prior to Annual Meeting.

# Proxy Vote Procedure

A member in good standing who is unable to attend the Annual Meeting may submit a Proxy Vote Authorization Form naming an eligible designated voter. The form shall be received via

U.S. Mail or electronically by the designated Election Committee member no later than seven days prior to the first day of the Annual Conference OR shall be personally submitted to the Election Committee on or before the day of the Annual meeting. The Election Committee reserves the right to establish certification of proxies.

# Election Procedure

The Chair of the Elections Committee or another member of the Election Committee as may be designated by the President shall conduct election proceedings.

Elections shall be held through a secret ballot process. Ballots for the election of the President, Vice President and Board members will list the names of the persons who have appropriately filed Declarations of Candidacy and will provide spaces for members to write in names of members appropriately nominated from the floor.

In the event, the election of the President and/or the Vice President results in a vacant unexpired term or terms on the Board of Directors, nominations shall be accepted from the floor for a member or members to fill the unexpired term(s) created. A separate ballot shall be provided for the separate election of a member(s) to the unexpired term(s). This ballot will provide for the election of a member(s) who have been nominated as described above and in accordance with Election Rules.

Members who have not filed declarations may be nominated from the floor; however, they may be nominated for no more than one office. In no case, shall the name of a member, whether through declaration or nomination from the floor, appear more than once on the list of candidates at the close of nominations from the floor or at the time of voting at the Annual Conference.

Incumbent Officers or Board members seeking election to the Board or as an Officer should file a formal declaration in accordance with the procedure set forth in the Declarations for Election to Office procedures above.

Nominations from the floor must be made and seconded by eligible members. Members may not nominate themselves.

The Election Committee shall make every effort to determine the eligibility for election to the Board of all members nominated from the floor. Should it be later determined that at the time of the election, a member nominated from the floor and elected was ineligible, the member will be disqualified from holding office and member receiving the next highest votes will be deemed elected. Absent the existence of such a member, the position will be declared vacant.

If a member whose name appears on the official ballot elects to withdraw as a candidate for the office indicated on the ballot, he/she shall not be eligible for nomination from the floor for any position on the ballot for which another member is listed. Eligibility shall be restricted to positions for which no member has filed a declaration or received a nomination from the floor.

The person designated to conduct the elections shall, once nominations are closed, first proceed with the balloting for the election of the President, Vice President and the Board of Directors. In the event a vacancy is created by the election of the President and/or Vice President, the person conducting the election shall proceed with a separate election of a member or members to fill the unexpired Board position(s) so created.

Should the election of the President and Vice President result in two vacant unexpired terms on the Board of Directors of varying durations, the person receiving the most votes shall be elected to the vacancy of the longest duration.

In the event of a tie vote for any office, the tie shall be broken by a flip of the coin.

The Election Committee shall be solely responsible for conducting the election of Officers and Board of Directors and shall establish procedures in addition to those included herein, subject to approval of the Board of Directors to regulate and guide the nomination and balloting processes.[2](#_bookmark1) Interpretation and application of Board approved procedures that arise prior to the annual conference shall be decided by a unanimous vote of the Election Committee; interpretation and application of Board approved procedures that arise during the annual conference shall be decided by a unanimous vote of the Election Committee members present. The decision of the Election Committee shall be final. Absent a unanimous vote, the decision of the President shall be final.

Approved by the Board: June 2, 2018

2 NACOLE Bylaws (2014), Article VII, Section B, Subsections 1 and 2.