

ELECTION COMMITTEE

I. STATEMENT:

The Election Committee consists of the Nominating Committee with the Second Vice President as Chair, the appointed members of the Membership and Credentials Committee.

II. DUTIES:

- A. To prepare a printed ballot.
- B. To obtain ballot boxes and other necessary equipment.
- C. To conduct this elections.
- D. To deliver any file of materials pertaining to this committee and this job description to the Policy Chair at the end of the biennium.

III. PROCEDURES:

- A. Conduct the election of all elected officers at the regular membership meeting of the week preceding the biennial business meeting at the polls to be opened for two (2) hours as determined by the Board of Directors.
- B. The chair of the Election Committee notifies the President of the General Membership of the election results after the polls have been closed and the ballots counted.
- C. The chair of the Elections Committee in a meeting with the President at the biennial business meeting supervises the tossing of a coin in case there is a tie to determine which candidate is the winner.
- D. the Second Vice President keeps this file of materials including this job description in custody until the Election Committee meets in the second year of the biennium for its use. The Second Vice President then delivers the file to the Policy Chair.

V. BIENNIAL REPORT:

A report of the work completed by the Election Committee shall be submitted at the biennial business meeting. There shall be four(4) copies submitted, one (1) to remain with the Second Vice Presidents Executive Handbook and handed to the Policy Chair and the remaining three (3) to be distributed to President, Recording Secretary and Historian.

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FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, and first and second Vice Presidents; Recording Secretary; Parliamentarian, Policy Chair and Immediate Past President

Drafted August 2013

Adopted March 19, 2014