

Election Process Guidelines

PURPOSE: To provide a timeline and consistent process for conducting Club elections. Refer to Article Five, 2015 Amended PWTC Constitution.

Timeline:

- September (& March): An article is published in the QR stating positions open for election and requesting nominations from the membership. Either the President or appointed Chair of the Nomination Committee submits the QR article.
- October (& April): The Board discusses a potential slate of candidates at the monthly Board Meeting.
- November (& May): The slate is presented to members at the November (May) Club meeting(s) and additional nominations are accepted at that time.
- December (& June): The slate of candidates, as documented in the November (May) Board meeting minutes, is submitted by the President or Chair of the Nominations Committee to the QR editor for publication in the December (June) newsletter. Statements from the candidates should also be included with the listing. It also should be noted additional candidates can be nominated from the floor on election night.

Election Procedure at December (& June) Club Meeting.

1. The President explains to attendees the process of the election and lists which positions are up for election. *[Example: "The positions to be voted on are President, Vice-president...etc. Nominations will be taken for each previously announced office with opportunity to accept additional nominations from the floor. If positions are unopposed, the slate can be elected by unanimous acclaim. If there is more than one candidate running for a single position a paper ballot will be cast to decide the outcome of that position."]*
2. Elections are opened and a call to nominate candidates for each position is made.
 - A second to the nomination is asked for.
 - Candidates are asked if they accept the nomination.
 - A call is made to accept other nominations from the floor for each position.
3. Nominations for each position are closed.
4. For all UNOPPOSED positions, a motion to approve the election of those positions by unanimous acclaim is called for, a second to the motion is asked for, and a vote by voice or show of hands is taken.
5. For any position with MULTIPLE CANDIDATES a written ballot is cast.
 - Paper ballots are passed out to members with instructions regarding collection of the ballots.
 - The President identifies 3 members from those Club Members in attendance to count the ballots (at least 1 must be a Board member but no more than 2).
6. Ballots are counted twice and results are announced before close of meeting.

Introduction of new officers is conducted at the January Awards Banquet.

3/29/16: Board, by consensus, approved the above guidelines. J. Cullen, Rec. Sec.