

April 12, 2023 Board 12 Election Rules and Procedures

Venue and Time: April 12th 2023 at 7 PM, Northwood High School Cafeteria

Voting Eligibility: Must be an Active, Dual, or Honorary Member in good standing with the Board

Offices Up For Election:

President, Secretary, 1st Vice President, 2nd Vice President

Two Member-at-Large Positions.

Candidates/Nominations:

- Deadline for inclusion on ballot is March 31, 2023. Send your name and position you are seeking Andrew Ross (aross208@gmail.com)
- If you are nominating another person, they must accept the nomination. (cc them on the email)
- Nominations after March 31st, 2023 can be made from the floor as a write in candidate, but their name will not appear on the printed ballot.

Speeches:

- Out of fairness to each candidate and each member's time, there will be a time limit for speeches and questions.
- Time limit by office:
 - Contested positions for Officers and Members-at-Large: **3 minutes**
 - If you choose to have someone speak on your behalf, this counts toward the 3-minute allotment
 - Time warnings of one minute and 30 seconds will be given.
 - Uncontested positions: **2 minutes**
 - There will be no opportunity for questions if running unopposed
- Order to speak will be alphabetical
- Question and Answer period: **5 minutes** per candidate running opposed
 - After completion of the speeches for a particular office, there will be an opportunity for a question and answer period for members to obtain more information from any of the candidates. The Committee encourages those members with questions to limit inquiries to legitimate issues for the candidate. Questions from the floor will be managed by the Election Committee Chairman.
- The Committee urges that all questions and any communication with a candidate be respectful and civil in nature.

Voting Area and Procedures:

- Members to check-in at cafeteria tables to verify eligibility while number of voters will be recorded
- Election night ballots will be picked up when eligible voter checks in. There will be One (1) ballot containing all positions for Officers and Members at Large
- After completion of speeches, voting for Officer and Members-at-Large will occur, followed by a determination of winners
- Each voter will be checked off by Election Committee as his/her ballot is cast.
- Absentee ballots will be opened and tallied by the election committee
- Recording of votes will be completed by Election Committee members using a tally sheet procedure
- Each candidate may have a representative present to observe count
- In the case of a run-off, Absentee ballots will be counted

Absentee Ballots:

- Only Members in good standing and who are excused may vote by Absentee Ballot.
- Absentee voting may only be used in the rare occasion when a member is unable to attend the election meeting and has been excused. The absentee ballot is not intended for those members who wish not to attend without a valid excuse. Rather it is a device for voting for those members who absolutely cannot attend.

In order for an ABSENTEE VOTE to be valid it must meet ALL OF THE FOLLOWING REQUIREMENTS:

- A request to be excused shall be made in writing via e-mail to Andrew Ross (aross208@gmail.com) **no later than April 11th, 2023.**
 - Per the Board 12 Constitution *Article VIII "Committees and Delegates" Section 1.1.1.1*: An 'absentee ballot' may be submitted by a Member no later than the day prior to the election date to the Chair of the Nominations and Elections Committee; therefore, **no late ballots can be accepted.**
- This Absentee ballot must be received in a sealed envelope (including member's signature on the back or seal/flap of the envelope) by Andrew Ross **no later than April 11th, 2023.** The member must complete in ink, the Absentee Ballot, in its entirety. Any incomplete Absentee Ballot will not be counted.
- IF MAILED: The Absentee Ballot may only be mailed to the Chair of the Committee. Ballots that are mailed should be addressed as follows:
 - **Andrew Ross**
7711 Savannah Drive
Bethesda, MD 20817

If mailing, you should allow ample time for the mail to arrive.

- IF HAND CARRIED IN PERSON: The Absentee Ballot may be hand carried by the voting member and provided to Andrew Ross only no later than **April 11, 2023**.
 - By written prior arrangement only, another member may carry your ballot to me, but it must be sealed and abide by all other absentee ballot provisions.
 - If you or another member is hand carrying your ballot to me, you must notify me in writing so that arrangements can be made.