

Women's Division Chamber of Commerce Election Guidelines

The Bylaws and Standing Rules Committee will revise, retain and publish on the website the Election Procedures documents including the following: Election Guidelines; Parliamentarian, Nominating Committee and Teller Procedures; Nominating Timeline; Authorization to Nominating Committee; Candidate Profile; April GMM Nominating Committee Agenda; Sample Absentee Ballot; Sample Paper Ballot; Ballot Tabulation; May GMM Agenda with President's announcement of winners; June GMM Induction Agenda; and Authorization for Board Appointment.

President's Responsibilities Regarding Elections

- The President shall appoint, prior to the December Board Meeting of each year and subject to the approval of the Board of Directors, a Nominating Committee comprised of a Past President, one Board member, and one member at large. Each year, every effort should be made to choose a different Past President, Board member and member at large than in previous years. The member at large should not be a past president. The Nominating Committee will be announced at the January luncheon, and these guidelines will be published in the newsletter and on the website in February and in March.
- The President shall appoint, prior to the February Board Meeting and subject to the approval of the Board of Directors, three Tellers charged with counting ballots including absentees and voice votes under the direction of the Parliamentarian at the May General Membership Meeting. Tellers will be introduced at the March General Membership Meeting.
- The president, with Board approval, has the authority to hold elections or call for a vote by alternative means when necessary.

Requirements for Nominees for Board Members:

- A nominee must be a full or honorary member of WDCC (not an associate) in good standing with at least one year of membership.
- A nominee must be an active participant in WDCC committee work.
- The term for board members is three years; officer positions are for one year each.

Expectations for Board Members:

- Punctual and regular attendance at Board Meetings (monthly on the last Wednesday) and General Membership Meetings (monthly on the second Wednesday).
- Willingness to chair or co-chair a committee.
- Board members should continue as active participants in committee work during their tenure on the Board.
- The Board expects that there is at least one board member in attendance at each Standing Committee meeting.
- Board members are to sit with the general membership during luncheons – the goal is not to have more than one board member per table.
- Willingness to share ideas and views openly at Board Meetings
- Members of the Board of Directors and Committee Chairs have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. They will weigh carefully all matters pertaining to WDCC that are presented at board and committee meetings and will not recommend or reject any items because of personal preference but will let the merits of the ideas be the sole guide that the work of the club be carried on successfully and with credibility.
- Board Members will make every effort to attend WDCC events.
- A Board Training will be held in June or July to familiarize board members with their roles and responsibilities. The treasurer will conduct a rudimentary training on how to read and assess the financial statement.

Nomination & Election Procedures:

1. The Nominating Committee is charged with compiling a list of eligible officer and director candidates to be approved by the Board.
2. The Nominating Committee will request nominations from the general membership in the February and March newsletters and/or by email. Any regular or honorary member meeting the requirements is eligible for the board and can be nominated by any regular or honorary member.
3. Positions available for nominations are President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and up to three Directors. All open positions are available to any member except for the President and Vice President. Nominees for these positions require existing or previous board experience.
4. To nominate someone, a member first must gain consent from the nominee. Then, the member must notify the Nominating Committee of the recommendation in writing or by email.
5. Before entering the name on the list of candidates, the Nominating Committee will explain expectations for Board members, will have the candidate complete the Candidate Profile form, and will confirm permission from the nominee by having the nominee read and sign the Authorization to the Nominating Committee form.
6. The Nominating Committee will confirm the eligibility of the potential officer or director.
7. Nominations for Board members and Officers shall be made by written submission or from the floor prior to or at the April General Membership Meeting. The Nominating Committee will present, for Board approval, the initial list of candidates for officers and directors at the March Board Meeting. The Nominating Committee will continue to accept written nominations received prior to the April General Membership Meeting when nominations are accepted from the floor. After that date, all nominations are closed. The consent of each candidate must be obtained before the name is placed in the nomination and before the name is placed on the ballot. The candidates' pictures and short biographies will be posted on the WDCC website and in the April and May newsletters.
8. The Nominating Committee will notify the nominee(s) of acceptance to or rejection from the list of candidates by letter. The Nominating Committee will use the candidate profiles to introduce the candidates for officers and directors at the April General Membership meeting.
9. The presiding officer at the April General Membership Meeting will take additional nominations by voice from the floor. After the April general membership meeting, all nominations are closed.
10. The Nominating Committee will confirm permission from any April floor nominee by requesting the Authorization to the Nominating Committee form be completed by such nominee(s).
11. The Nominating Committee will notify the floor nominee(s) of acceptance to or rejection from the list of candidates by letter.
12. The Nominating Committee will prepare the absentee and paper ballots. If electronic ballots for voting are used, the Nominating Committee will then send the paper ballot to the Attendance/Voting Committee to be used to create the electronic ballot." They will also mail absentee ballots to members without email and on our website.
13. Using the Candidate Profile form and a picture, the candidates will be published in the April and May newsletters.
14. Honorary and regular members who cannot attend the May general membership luncheon must request, in writing or by email, an absentee ballot from the Nominating Committee by April 15, and said ballot must be returned via USPS to the PO Box addressed to the Parliamentarian and received no later than seven (7) days before the election date.
15. The Corresponding Secretary will pick up, but not open the envelopes with absentee ballots and deliver them to the Parliamentarian who will have the Tellers open and count them during the election ballot count.
16. Only full and honorary members may vote. Associate members are not entitled to vote.

17. The election will take place in May, either by written ballot at the General Membership meeting or electronically during the first or the second week of May. Tellers will distribute paper ballots to each honorary or full member upon check-in at the luncheon. If the election is held electronically, electronic ballots will be sent to all eligible voting members. Tellers will count the votes under the direction of the parliamentarian. The parliamentarian will report election results to the president, who will announce the results to the membership. The president will ask for a motion to destroy the ballots. The parliamentarian privately will record the vote count and will destroy the ballots.
18. In the event of a tie vote for any office, the ballots will be re-counted immediately. A run-off election with printed ballots shall be held at the next General Membership Meeting. A coin flip will decide the winner of a second tie vote.
19. Newly elected officers and directors will be installed at the annual meeting held in June of each year and shall take office immediately. Signed Authorization to the Nominating Committee and Authorization for Board Appointment letters will be kept in the care of the Board Member on the Nominating Committee until the election is over. At that time, she will turn over the letters to the Recording Secretary. Letters of non-elected members will be shredded. Letters of elected members will be kept with the minutes for that year.