

# Procedure for Chapter Elections

September 7, 2010

Following is the Saint Paul Branch of the NAACP (Saint Paul Branch) Procedure for Chapter Elections, which contains precise instructions for biennial elections of branch leadership. Elections are held by secret ballot in every even-numbered year. Elected members serve for a two-year term, and/or until their successor is elected and qualified. Terms begin January 1, following the election.

In creating or changing this procedure, or when in doubt, always reference the most current version of the documents listed below to ensure the procedure follows relevant national guidelines and appropriate laws. These instructions are assembled from the following documents, in order of authority:

- 2010 Manual on Branch Election Procedures
- Bylaws for Units (Feb 2009)
- Branch Administration Handbook
- By-laws of the Saint Paul Branch

Strict adherence to written procedure is crucial, but we counterbalance this strictness with our eagerness to make instant adjustments should the environment change or should someone come up with a better idea. Whatever your job description or role, if you have a suggestion for improvement, pass it on. If it is good, we will change the written procedure and implement it now!

## ***Who Shall Be Elected***

### **Officers**

The elective officers of the Saint Paul Branch shall be:

- President
- First Vice President
- Second Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

The duties of these officers are prescribed in the Bylaws for Units, pp32-37, and the Branch Bylaws, pp1-2.

### **At-Large Members of Executive Committee**

Branch members may elect up to 24 at-large members of the Executive Committee. The duties of the Executive Committee are listed in the Bylaws for Units, pp37-40.

## ***Who is Eligible***

### **To Vote**

Only members in good standing shall be eligible to vote in the Saint Paul Branch election. A 'member in good standing' is one who has been a member for at least 30 days. Specifically, they paid the requisite minimum membership fee to the Saint Paul Branch at least 30 days prior to exercising a privilege (Bylaws

for Units, p62). The Saint Paul Branch recognizes the effective date of membership as the date of receipt of dues and application by the Branch Secretary.

**To Be a Nominating Committee Member**

Any member may participate on the Nominating Committee, provided:

- They are a member in good standing; **and**
- They agree to perform the full duties of the Nominating Committee.

The Nominating Committee make up, roles and responsibilities are listed in the Manual on Branch Elections, pp8-10.

**To Be a Election Supervisory Committee Member**

Any member may participate on the Election Supervisory Committee, provided:

- They are a member in good standing; **and**
- They are not candidates in the current Branch elections; **and**
- They agree to perform the full duties of the Election Supervisory Committee.

The Election Supervisory Committee make up, roles and responsibilities are listed in the Manual on Branch Elections, pp10-21.

**To Run for Office/Executive Committee At-Large Member**

Any member may run for any office, or to be an at-large member of the Executive Committee, provided:

- They are a member in good standing; **and**
- They have been a bona fide member of the branch since April 1 of the election year; **and**
- They live and/or work in Saint Paul; **and**
- They have consented, in writing, to be a candidate. There is a standard *Candidates Consent Form* in the 2010 Manual on Branch Election Procedures.

<b><i>Election Process Schedule (2010)</i></b>		
<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
NOTICE of Meeting to Elect Nominating Committee	September 10 (postmarked at least 10 days in advance of meeting)	<ul style="list-style-type: none"> <li>• Mail meeting notice to each member in good standing. Notice to include all election-related meeting dates.</li> <li>• Notice of nominating committee election placed in at least one local newspaper of general circulation.</li> </ul>
Executive Committee Meeting	September 14, 6:30 p.m.	<ul style="list-style-type: none"> <li>• Review and confirm Election Schedule and Process</li> <li>• Request list of members from the National Office</li> </ul>

<b><i>Election Process Schedule (2010)</i></b>		
<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
Meeting to Elect Nominating Committee	September 21, 6:30 p.m.	<ul style="list-style-type: none"> <li>Determine number of Nominating Committee members</li> <li>Elect Nominating Committee</li> <li>Vote for Election date, time location, and mechanism</li> <li>Vote on number of at-large members to elect to the Executive Committee</li> <li>Vote on length of time for candidate support speeches</li> </ul>
Nominating Committee Organizing Meeting	September 28, 6:30 p.m. (To be held within 10 days of their election)	<ul style="list-style-type: none"> <li>Elect Nominating Committee Chair and Secretary</li> <li>Nominate eligible members for office and Executive Committee (via membership list)</li> <li>Schedule interviews for nominees</li> <li>Receive written consent of nominees</li> </ul>
NOTICE of Meeting to Receive Slate of Candidates	October 5 (postmarked at least 10 days in advance of meeting)	<ul style="list-style-type: none"> <li>Mail meeting notice to each member in good standing. Notice to include all election-related meeting dates.</li> <li>Notice of nominating committee election placed in at least one local newspaper of general circulation.</li> </ul>
Nominating Committee Meeting (Final)	October 7, 6:30 p.m.	<ul style="list-style-type: none"> <li>Nominate a slate of candidates for office (one name for each office) and at-large members of the Executive Committee (a total of 10 – 24 names)</li> <li>Receive written consent of nominees</li> <li>Produce Report to deliver to general member meeting</li> </ul>
Executive Committee Meeting	October 12, 6:30 p.m.	<ul style="list-style-type: none"> <li>Status Report on Election Schedule and Process</li> </ul>
Meeting to Receive Slate of Candidates	October 19, 6:30 p.m.	<ul style="list-style-type: none"> <li>Receive and act on Nominating Committee report (slate of candidates)</li> <li>Receive Nominations by Petition</li> <li>Branch Secretary verifies nominees have given written consent.</li> <li>All candidates are confirmed eligible</li> <li>Dissolve Nominating Committee</li> <li>Elect Election Supervisory Committee</li> <li>Elect Election Day Meeting Chair</li> </ul>

<b><i>Election Process Schedule (2010)</i></b>		
<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
Election Supervisory Committee Meeting	October 26, 6:30 p.m.	<ul style="list-style-type: none"> <li>Review provisions and procedures for elections</li> <li>Obtain the election location</li> <li>Make other decisions to ensure a fair and just process</li> <li>Arrange and review ballots</li> <li>Name time and place to count and tabulate ballots</li> </ul>
NOTICE of Annual Meeting	November 2	<ul style="list-style-type: none"> <li>Mail meeting notice to each member in good standing. Notice to include all election-related meeting dates.</li> <li>Notice of nominating committee election placed in at least one local newspaper of general circulation.</li> <li>Notice provided at least 30 days in advance of the Annual Meeting</li> </ul>
NOTICE of Election	November 2 (postmarked at least 10 days in advance of meeting)	<ul style="list-style-type: none"> <li>Mail meeting notice to each member in good standing. Notice to include all election-related meeting dates.</li> <li>Notice of nominating committee election placed in at least one local newspaper of general circulation.</li> </ul>
Executive Committee Meeting	November 9. 6:30 p.m.	<ul style="list-style-type: none"> <li>Status Report on Election Schedule and Process</li> </ul>
Election	November 16, 6 – 8 p.m.	<ul style="list-style-type: none"> <li>Polls are open a minimum of four hours unless expressed in the branch bylaws.</li> </ul>
Election Supervisory Committee Meeting	November 16, 8 – 9:30 p.m.	<ul style="list-style-type: none"> <li>Count and tabulate ballots</li> </ul>
2 <sup>nd</sup> NOTICE of Annual Meeting	November 29	<ul style="list-style-type: none"> <li>Mail meeting reminder to each member in good standing.</li> <li>Include election results.</li> </ul>
Executive Committee Meeting	December 14, 6:30 p.m.	<ul style="list-style-type: none"> <li>Post Mortem report on Election Schedule and Process</li> <li>Close out the year</li> </ul>
Annual Meeting	December 14, 6:30 p.m.	<ul style="list-style-type: none"> <li>Receive and act on Annual Reports from Officers &amp; Chairs</li> <li>Install elected Officers and Executive Committee members (Installation Oath)</li> <li>Recognize outgoing Officers and Executive Committee members</li> </ul>

### Sample Request for Candidates

#### **Dear Member of the Saint Paul Branch of the NAACP:**

Branch elections in November are quickly approaching. In preparation, the Nominating Committee is asking those members who wish to be considered for office to do the following four things:

1. Review eligibility guidelines and position responsibilities on our website, [www.naacp-stpaul.org](http://www.naacp-stpaul.org). You may also request a copy of this information to be mailed to you by calling Lisa Tabor at 651-489-5215 (allow up to five days for receipt).
2. In accordance with the 2010 NAACP Manual on Branch Election Procedures, the nominating committee can only nominate those people who have given written consent to be nominated. Therefore, if you would like to be considered for nomination (even if you already hold an office) you should submit in writing your consent for nomination and the position for which you want to be considered. Below is a sample Consent Form. You can mail your written consent to the NAACP Branch office, 375 Oxford St. N, Saint Paul, MN 55104. Alternatively, you can fax it to 1-866-842-4033, Attn: Lisa Tabor.
3. The nominating committee is making itself available to interview members interested in being considered for office or committee. We will be conducting interviews at Golden Thyme Coffee Café on Saturday, September 25, from 9am - Noon. Interviews will be conducted every 20 minutes starting on the hour. Please submit your 1st, 2nd, and 3<sup>rd</sup> choices for an interview time slot to me at [xxxx@xxxxx.xxx](mailto:xxxx@xxxxx.xxx)
4. The Nominating Committee will submit a final slate of candidates to the general membership at a special meeting on October 19, 6:30 p.m. at Hallie Q. Brown Community Center, 270 Kent St N, Saint Paul, MN 55102-1744. At that time, we will also receive petitions for nominations, which must be signed by at least 3 active members. A sample petition is available on our website, [www.naacp-stpaul.org](http://www.naacp-stpaul.org).

Sincerely,

TBD, Secretary, Nominating Committee

Phone: 651-xxx-xxxx

#### **CANDIDATE CONSENT FORM**

I, (*Print your name*) \_\_\_\_\_ consent to serve as a candidate for office of \_\_\_\_\_, or at-large Executive Committee member of the Saint Paul Branch #4052. I certify that I am a bona fide member of the Saint Paul Branch as of April 1, 2010, and I live and/or work in Saint Paul.

If elected, I agree to serve and abide by the policies, principles, and procedures of the NAACP. I agree to complete NAACP mandatory training when it is offered in 2011. If I fail to complete the applicable training, I understand that I will be removed from office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Sample Notice of Branch Election Meetings

Please note the following General Membership meetings of the Saint Paul NAACP Branch 4052, for the purpose of election of officers and at-large members of the Executive Committee.

1. On **Tuesday, September 21, 2010, 6:30 pm** at the Hallie Q. Brown Community Center, 270 Kent St N, Saint Paul, MN 55102-1744, there will be an election of the Nominating Committee. All members whose memberships are current as of 30 days prior to the meeting date may be elected to serve on the Nominating Committee.

2. On **Tuesday, October 19, 2010, 6:30 pm** at the Hallie Q. Brown Community Center, 270 Kent St N, Saint Paul, MN 55102-1744, there will be a slate of candidates presented by the Nominating Committee, receipt of Nominations by Petition from the floor, and election of the Election Supervisory Committee. All members whose memberships are current as of April 1, 2010 may be nominated for office or as an at-large member of the Executive Committee. In order to sign a nominating petition, or be elected to the Election Supervisory Committee, a member must be current as of 30 days prior to the October meeting.

3. On **Tuesday, November 16, 2010**, the election of officers and at-large members of the Executive Committee will take place at the Hallie Q. Brown Community Center, 270 Kent St N, Saint Paul, MN 55102-1744. Polls will be open from **6:00pm to 8:00 pm**. In order to vote in a branch election, one must be a member in good standing of the branch 30 days prior to the election. A form of identification by the voter will be required. If you have your NAACP membership card, please bring that as well.

A few additional informational notes...

- Detailed guidance for the administration and conduct of branch elections is contained in the NAACP's "2010 Manual on Branch Election Procedures", derived from the NAACP's Constitution and ByLaws. The manual can be downloaded from our NAACP website: [www.naacp-stpaul.org](http://www.naacp-stpaul.org)
- The NAACP's Constitution and ByLaws do NOT contain provisions for mail-in or absentee voting. Therefore, voters desiring to vote in this election MUST do so in person.
- If ALL branch officer positions are "unopposed" and there are not more than 24 nominees for the at-large Executive Committee after conclusion of the October 19 meeting's nominating activity, the branch membership body can entertain a motion to accept the nomination slate. **If accepted, this terminates the requirements to select an Election Supervisory Committee and conduct a November election.**
- Elected officers and at-large Executive Committee members will be installed at the Annual Membership meeting on **Tuesday, December 14, 2010**. The location and start time for the annual meeting will be announced at a later date.

We look forward to your participation in these activities.

Lisa Tabor, Secretary

Saint Paul NAACP - Branch 4052