

QUICK TIPS

Special points to consider:

Elections Committee members must be IMPARTIAL! They must not endorse any candidate or coalition by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate or coalition. They are not to discuss with anyone, especially candidates, the confidential information discussed at committee meetings until that information is provided to all candidates or the general membership. It is extremely important that the committee be truly unbiased.

It's important that you give proper notice and due process to individuals if an offense or violation of the code is alleged. It should be clear what appeal process is available. You will need to be consistent in your treatment of individuals and complaints.

It is important to develop a process for conducting a new election if tampering of the results has occurred. Reasons for annulment of an election must be serious, as should the penalty for those involved in the tampering.

Remember the key words are

IMPARTIAL

FAIR

CONSISTENT

ORGANIZED



ELECTIONS

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CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

NOMINATIONS & ELECTIONS

Robert's Rules of Order provides the following guidelines for nominations and elections:

A nomination is a motion that person be elected to fill specific positions - "I nominate Jane Doe for the Vice President of Club A."

Methods of **NOMINATION**

- ◆ By the Chair:
 - it is common for chair to nominate to fill committee members instead of an office
- ◆ From the Floor:
 - any member may nominate - often called open nominations
- ◆ By a Committee:
 - nominating committee (chosen in advance) submits nominations
- ◆ By Ballot:
 - nominating ballot is conducted in the same manner as election ballot; everyone who receives a vote is nominated
- ◆ By Mail or electronic mail:
 - same as "by ballot" but it is mailed or electronic mailed to members
- ◆ By Petition:
 - member shall become a nominee upon the petition of a specified number of members

Methods of **ELECTION**

- ◆ Ballot election (two options):
 - a) Nominations for all offices are taken and one ballot with all offices is disparate ballots for each office distributed immediately following the nominations for each office
 - b) Separate ballots for each office distributed immediately following the nominations for each office
- ◆ Viva-Voce election:
 - Candidates are voted on in order of nomination; when one candidate receives a majority vote, no more votes are taken on the remaining nominees
- ◆ Roll Call election:
 - Member, when called upon, declares vote for each office
- ◆ Cumulative voting:
 - For positions held by more than one individual (ie., three directors), voter may choose more than one candidate (in this case, voter may pick one, two or three)

Source: Robert III, H.M. et al. (1990). Robert's Rules of Order Newly Revised, 9th Edition. Scott, Foresman and Company

The election of officers can be a difficult process for organizations especially if past elections have been cluttered with bias, disorganization, or a lack of consistent rules and procedures. Depending on the size of your organization, you may want to create an Election Committee, Commission, or Agency to administer the process. In addition, you should have **WRITTEN** policies and procedures for your election process in the organization's constitution/bylaws. These policies/procedures should be reevaluated on a regular basis (prior to election time) to determine needed changes. Here are some of the areas you might want to include in your election process:

Election Committee, Commission or Agency

scope of power
membership - selection and resignation/removal process
responsibilities

Election schedule

nominations/filing - when
election - dates; runoff - dates

Offices available

number and kind of positival process
responsibilities

Candidates

qualifications for office
nomination/filing procedure
affiliation - coalition/party vs. independent
write-in procedures

Ballots

order of candidate names

Polls/Voting Sites

locations and times for voting (at a specified meeting or site)
eligibility of voters (identification voters need to vote)

Campaign activities and materials

conform to federal, state, local and university laws/policies
how are votes counted
locations to campaign
acceptable/unacceptable materials

Reporting requirements

forms to report expenditures (if spending limits)
forms to report activities

Vote tabulation

who counts and how votes are counted
winner- majority, simple majority, plurality ties and runoffs
disqualification of ballots

Certification and Authority

when and who certifies election
partial certification
annulment - reasons and process for new election
contested election - who can and what procedure

Enforcement of Election Rules

violations/offenses and complaints (last date to submit complaint)
process for deciding if violation has occurred
who to appeal to and specific date/deadline

Appeals

who to appeal to and specific date/deadline

Recall/Referendum/Other Special elections

Processes for the specific areas

Replacement of Vacant Seats

process if a seat becomes vacant (through appointment or election)