

Mooresville Blue Devil Band Boosters Procedure

Procedure No.	1.1	Title: <u>Elections</u>
Revision:	1	Effective Date: 04/27/2010
Approved By:	MBDBB	

1.0 PURPOSE

To provide guidelines for the selection and election of officers of the Mooresville Blue Devil Band Boosters. These guidelines are an extension of the requirements listed in Article VIII of the Bylaws of the Mooresville Blue Devil Band Boosters.

2.0 DEFINITIONS

None

3.0 GENERAL

3.1 Chronology of Election Process

- **March regular meeting:** An Elections Committee is formed consisting of the President, the Band Director and three (3) members appointed by the President. One person shall be designated the chairperson. Dues must be paid by the end of the March regular meeting to be eligible to vote in the May elections.
- **April regular meeting:** The Elections Committee Chairperson shall open the nominations, accept and place on the ballot candidates for the elected offices in order of office as stated in the bylaws Article I, Section 1. The candidate must be nominated, seconded and gives his/her consent before his/her name is placed in nomination. Nominations are closed at this meeting and no other nominations will be accepted. A person does not have to be present at the April meeting to be nominated, but written or digital consent must be submitted to the president within two weeks following the April meeting. Any member in good standing that has a student in band can be nominated for any office and any member in good standing that has a student in band can be nominated for multiple offices.
- **May regular “annual” meeting:** The Elections Committee shall present the official ballot and the chairperson of the Elections Committee shall preside over the elections. The offices are elected in the following order of precedence: President, Vice-President, Corresponding Secretary, Publicity Secretary and two (2) Treasurers in accordance with the bylaws.

3.2 Election Process

There are two basic options that can be used to elect officers. The Elections Committee will determine which option they will use for the election of each office based on the slate of candidates.

- Option 1: **Election by Acclimation** in which there is only one candidate for the office.
- Option 2: **Balloted Election** in which there is more than candidate for an office. Balloting is the first order of business at the May meeting and shall be conducted in the same room as the meeting and shall be presided over by the Elections chairperson. The Elections chairperson shall appoint tellers to distribute, collect, and count the ballots, and to report the vote. When the balloting is completed, the chair directs the tellers to collect the ballots. After all have voted who wish to, the polls are closed by the chair. Thereafter, if other members arrive who wish to vote, a majority vote is required to reopen the polls. The tellers proceed to count the ballots. In the case where a candidate receives the majority vote in more than one office, the candidate will be elected to the highest office in order of precedence according to the bylaws. The head teller shall give the results of the vote to the Elections chairperson who shall read the report and declare the election of each officer separately. The teller's report is entered in full in the minutes, becoming a part of the official records of the organization. Following confirmation of the ballot results, the Elections Committee Chairperson shall seal the ballots in an envelope and destroy.

3.3 Election Logistics

In order to have an efficient balloted election, the following items need to be prepared:

- A ballot is prepared for each office where there is more than one candidate listing each office in order of precedence and listing each candidate in order of nomination.
- Have several persons (other than Elections Committee Chairperson, who will be conducting the election) assigned to count ballots on election night.
- A list of all eligible voting members provided by the Treasurer.