

Standing Rules for Elections

Nominations and Elections Procedures

1. There shall be two separate committees: a **Nominating Committee** and an **Election Committee** and no person shall be on both and the president cannot serve on either of them.
2. In February of each year, the president will appoint a **Nominating Committee** and an **Election Committee** to prepare for the April election of new officers for the coming year.
3. Candidates cannot be on the **Election Committee**, but they may watch, without interfering, the counting of the ballots.
4. **The composition of the Nominating Committee and Election Committee:** Each committee is made up of 3 people, one person from the Executive Committee, and two Senior and or Senior Citizen Members. The president cannot be on either committee and candidates cannot be on the elections committee. In the case of all Executive Committee members running for re-election, the President may appoint other well informed Senior and/ or Senior Citizen Members to the Election Committee.
5. It is the responsibility of the **Election Committee** to prepare and send out the ballots. On the ballot shall be the name(s) of those nominated by whatever process, and a line for a write-in. There should be a "box" next to the names that must be "X"ed for the ballot to count for said person. The box must be marked, it is particularly important for those voting to understand that just writing in a name does not constitute a vote.

Nominating Committee

1. The function of the committee is to establish a slate of *qualified* candidates for the election ballot by:

Reviewing the qualifications required for each of the offices.

Selecting from the membership list qualified people who might be willing to serve as an officer.

Contacting those identified persons to explain the position and determine the willingness of that person to run for office.

Considering the qualifications of volunteers who come forward.
2. More than one person for an office may be on the Nominating Committee's slate.
3. The **Nominating Committee** will present the slate of officers at the March meeting at which time the chair of the **Nominating Committee** will take nominations from the floor. Individuals nominated must be qualified for and willing to serve in the position.

No second is required for a nomination and a person can nominate themselves, no vote is needed.

4. Then the nominations are closed at which time no further nominations can be taken. Further candidates must run as write-ins.
5. A person on the **Nominating Committee** may be nominated for any position.
6. **Duties of Nominator from the Floor.** The Nominator should understand that by nominating someone from the floor you are advancing the proposition that the nominee is qualified to hold the office and perform the duties required.

You understand that you are standing in the place of the **Nominating Committee** but without all the knowledge of the **Nominating Committee**, and that you are assuming the responsibility of determining that the nominee has all of the requisite skills, background, disposition and dedication to serve in the best interests of Skyscrapers.

You believe that in addition to those qualifications, that the nominee has an adequate understanding of the demands to be placed upon him or her to serve in this position of responsibility.

The Election

1. The election will take place at the Annual (April) Meeting each year.
2. It is the responsibility of the **Election Committee** to prepare, send out and count the official ballots.
3. Official ballots will be mailed (USPS) to each Senior and Senior Citizen Member (Voter) in good standing as of October of the previous year. Only these Official ballots will be valid. If a member needs a new official ballot, it must be obtained from the **Election Committee**. No one else is authorized to provide Official ballots to the membership.
4. The official ballot must be returned in a sealed envelope with the member's name on the outside.
5. It may be mailed (USPS) to the Skyscrapers mailing address prior to the election or handed in at the annual meeting.
6. No outside envelopes may be opened except at the qualification of ballots at the annual meeting by the members of the **Election Committee**.
7. Ballots mailed to the organization must be picked up by the secretary and placed in a bag or large envelope and given to the **Election Committee** at the Annual meeting.

8. Disqualified ballots include:
 - a. Those returned in by a non-Voter.
 - b. If multiple ballots are in a single envelope, neither is valid.
 - c. A ballot returned by a Voter not in good standing.
 - d. A ballot returned that is not 'official'.
 - e. The box next to a write-in candidate's name is not marked.
9. The ballots will be qualified and counted by the **Election Committee** at the start of the Annual meeting in a semi-public location.
10. The sealed ballots will be validated against the membership list before being opened and counted.
11. The ballots are to be counted at least twice. If there is a tie, a paper ballot run off will be conducted by the **Election Committee** for that position only.
12. At the request of the chair of the meeting, the chair of the **Election Committee** will announce the results.
13. If there is no contention to the election, a motion to destroy the ballots is in order. If the results are contested, the ballots are to be saved until the contention is resolved.
14. The newly elected officers will be installed at the end of the April meeting.
15. The term of office is end of April meeting of the current year – end of April meeting the following year.

Electioneering

It is important to the process of electing well qualified and highly motivated persons to the various positions of responsibility in Skyscrapers, Inc., that the electorates have a good understanding of the positions of the candidates on matters of importance to the Society. To this end the following procedures shall be followed.

The mailing list of the membership is not available to anyone other than the President, Secretary and Treasurer to guard the privacy of members. To avoid this practice being in tension with the needs espoused above the Secretary shall cause to be posted on theskyscrapers.org or in the newsletter information provided by candidates', such as biographies, statements, etc., at the direction of the President no later than 14 days before the election. These materials will also be on display at the April meeting.

Telephone lists of the membership will not be provided to the candidates since the membership has not consented to usage for this purpose.

Candidates are welcome to approach members before or after any meeting of the Society. Personal contacts at other times and places to which individual members consent are, of course, entirely the business of the parties involved.

Changes to the Ballot after Nominations Close

The purpose of the nominating process is to secure the best possible candidates for each position. When electing candidates to voluntary positions there is always the possibility of a candidate to withdraw before the election. To provide for this contingency the Board may, at its discretion, reopen the nomination process and delay the election for two meetings to allow other qualified individuals to be nominated and to supply biographies, statements, etc., which will be distributed to voting members as described in *Electioneering*.