

PROCEDURE FOR MATLACHA HOOKERS, INC ELECTIONS

Election Committee is a Standing committee

Members – must be a minimum of three

Committee at large:

Purpose:

1. Explanation of election procedures at August General Meeting
2. Announce election information and distribute nomination forms to members present at September General Meeting
3. Early starting time for October General Meeting, 6pm to allow for Candidates Night. Candidates will accept nominations and then give a two-minute brief bio.
4. Prepare Official paperwork for Secretary for Election Night. Create Ballot. Confirm nominations.

Schedule:

August 18th: Committee will send to Vice Madam and WebMistress, post for Hooker Herald, with announcement & instructions and nomination form to be sent to General membership. (Will be published in the August 20th, August 30th and September 10th Heralds) For those unable to attend the Sept. General meeting, they may send their nominations to the Chair of committee email. After the September General Meeting, a reminder with details stating that all nominations must be submitted by October 1st will go out in the September 20th and Sept 30th heralds.

September General Meeting: instructions given for nominations. Collection of nomination forms prior to close of meeting.

Committee coordinates with Vice Madam/Treasurer that all nominees' dues are paid and in good standing. Committee will confirm nominations to the Madam and Vice Madam.

October General Membership Meeting: Nominees will formally accept or decline nomination. If nominee *cannot* attend the October General meeting, they must confirm via e-mail to the Chair email. Nominees will be introduced and speak a two-minute bio. (Meet the Candidates)

October: Official Ballot submitted to Board/Web Site. Hooker Heralds will be sent as requested by Elections committee for absentee ballots.

November Election Night Schedule: Vice Madam supplies committee with most current membership list for ballot distribution. (see election night procedures) Copy of all paperwork needed for elections will be supplied to Secretary for the Official Record and attached to minutes of the November General Meeting. Membership will collect all ballots and tally votes to announce the winners of the 2023 election at the end of the meeting.

Committee chair will retain official ballots/tally for a period of one year following November 14th meeting.

Budget: reimbursement for printer ink and paper will be submitted every year.