

Election Committee Procedures

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 the September/October General Meetings
3. Collect the Nominations, reach out to Members who have been nominated for them to accept or decline nomination
4. Prepare Official paperwork for Secretary for Election Night. Create Ballot. Confirm the new board (Voting November)

Schedule:

Sept 1st: Committee will send to Vice Madam and WebMistress, post for Hooker Herald, with announcement, instructions, and nomination form. (Will be published in the September Herald and October 10th Herald.)

September General Meeting: instructions given for nominations. Collection of nomination forms prior to close of meeting. Provide email and address for nominations to be mailed in. Should use PO BOX for mail and use Secretary Email.

October General Membership Meeting: instructions given for nominations. Collection of nomination forms prior to closing of meeting. Nominations will end on October 16th.

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

October: Meet the Candidates Special Hooker Herald to be sent out on or about October 25th

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.

December General Meeting: The New Board will be sworn in my current Madam.

The 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.