

3-4
ELECTION COMMITTEE

General Description

The Election Committee conducts annual elections for offices vacant in a given year. Sturgis' Standard Code of Parliamentary Procedure gives detailed instructions for the election process. These should serve as a guide to be followed as closely as possible. (see also Bylaws IV.5)

Composition and Terms of Office

The selection procedure and term of office are described in Bylaws IV.5.

Chronology of Responsibilities

1. Obtains from the Nominating Committee the slate of candidates and biographical information regarding the candidates.
2. Sends self-mailing ballots and biographical sketches to the membership by first class mail, separately from the Newsletter.
 - a. On the ballot, the office of President is not listed as an elective position; the Vice-President automatically succeeds the President after one year.
 - b. Ballots are mailed no less than 45 days and no more than 90 days prior to the annual business meeting. Ballots are to be returned, and results reported, at least 15 days prior to the annual business meeting. (Bylaws IV 5).
3. Counts the ballots and determines new officers and council members by plurality of votes (Bylaws IV.5). The ballots shall be counted twice to verify the outcome of the election results and a statement by the Chair and one other committee member shall be sent to the President. The President will inform candidates of the election results and shall introduce new board members to the membership-at-large at the SCA Annual General Meeting.
4. Submit results to the Newsletter editor and to the Membership Chair for a roster insert.
5. Forwards ballots in a sealed envelope to the Secretary, who retains them until January 1st of the following year at which time they are destroyed.
6. Submits a final report of Committee activity, including expenditures, to the President prior to the first Board meeting of the year. A written report of expenditures should also be sent to the Treasurer.

7. Receives a copy of the SCA Handbook and is responsible for updating the Election Committee section.
8. Sends non-current records to the Society's archives.

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