



SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS

POLICY 2016 – 04/05

BALLOTING PROCESS FOR ELECTION OF OFFICERS And CONSTITUTION & BY-LAWS AMENDMENTS

PURPOSE:

This policy is established by the Board of Directors of the SEAFC to define a standard procedure and process for balloting and voting to elect the Association's officers, and/or to adopt amendments to the SEAFC Constitution and By-Laws (CBL).

ELECTIONS BACKGROUND

For all offices for which there are two (2) or more candidates the Nominations and Elections Committee shall conduct an election by ballot during the annual business meeting. For any office for which there is only one (1) nomination (candidate), the presiding officer shall instruct the chair of the Elections Committee, as the representative of the Association, to cast a ballot for such nominee and shall thereupon declare such nominee elected. (CBL- Section III, Subsections 3 and 4)

The Profile and Platforms of eligible candidates will be posted on the SEAFC website at least thirty (30) days prior to the election.

BALLOTING PROCEDURE AND PROCESS

Because only one membership business meeting is conducted at the annual conference, all balloting, ballot tabulation and announcement of election results must be conducted in a defined and streamlined fashion in order to comply with time constraints.

1. Simple pre-printed numbered ballots shall be provided to each eligible voting member during a sixty (60) minute period prior to the Opening Ceremonies of the conference. One (1) ballot will be given to each eligible voter upon verification of eligibility by members of the Nominations and Elections Committee (and may be assisted by the Executive Director).
2. Prior to the end of the Opening Ceremonies each candidate for office will be given an opportunity to address the membership. Candidate presentations shall be limited to three (3) minutes.
3. A fifteen (15) minute recess will be scheduled between the Opening Ceremonies and the Annual Business Meeting. During the recess ballots shall be cast at an established and announced polling location and witnessed by members of the Election Committee. Polls will remain open for fifteen (15) minutes only.
4. The Elections Committee will tabulate ballots immediately after the polls close. Once certified, election results shall be presented to the membership during the business meeting. The candidate receiving the highest number of votes shall be declared elected. In the event of a tie vote, the Board of Directors shall select the winner from the tied candidates.

CONSTITUTION AND BY-LAWS AMENDMENTS

Any proposed amendments to the Constitution and By-Laws (CBL) require approval by majority vote of the SEAFCA membership at the annual conference. (CBL- Article VIII, Section 2)

CBL amendments may be voted on by ballot **OR** may be brought before the membership for an open vote in assembly during the business meeting. Such voting maybe conducted by a “show of hands” or by verbal “Aye/Nay” vote.

If a CBL amendment vote is conducted by ballot, the balloting procedure described for elections will be followed.

Adopted by the Board of Directors on this 5th day of April, 2016

Lisa Moatts, Executive Director

Wallace Possich, Constitution and By-Laws Chairman

Doug Eggiman, Nominations & Elections Committee Chairman