

GUIDE FOR DEPARTMENT ELECTIONS

July 18, 2017

1. The Department Commandant will appoint a Nominations Chairman, an Elections Chairman and Elections Committee, prior to the elections at the annual convention.
2. The Department Commandant will call for a report of the Credentials Chairman prior to the start of the elections.

3. Announcement of Intent to Seek Elective Office

- A. Candidates may announce their intent to seek elective office at the Spring Conference business meeting under the good of the league. At the conclusion of announcements from candidates stating their intent to run for elective office, the Department Commandant will announce that nominations will be entertained at the Department Convention's business meeting under the good of the league.

4. Nomination Process at the Convention

- A. Prior to calling for nominations, the Department Commandant will pass the gavel and chair to the Nominations Chairman. The Nominations Chairman will call for nominations from the floor, beginning with the office of Department Commandant then Senior Vice Commandant, Junior Vice Commandant and Judge Advocate, one office at a time.
- B. After all nominations have been completed, the Nominations Chairman will grant three (3) minutes to each candidate to address the delegates, on their candidacy.
- C. After the candidates address the delegates, a fifteen (15) minute recess will be granted by the Nominations Chairman to allow delegates to caucus. The Nominations Chairman shall turn over the gavel and chair back to the Department Commandant.

5. Appointment of Election Committee

- A. The Election Committee shall be appointed by the Department Commandant and be comprised of the following members:
 1. Election Committee Chairman (A Past Department Commandant)
 2. Two Judges (Past Department Commandants)
 3. Two Vote Counters (Past Detachment Commandants)No member of the Election Committee may cast any votes for their detachments.
 - B. The Department Commandant will appoint Assistant Sgt at Arms, in sufficient numbers, to assure a proper election process.
6. The Department Commandant will then pass the gavel and chair to the Election Chairman for conducting the election procedure. Once the elections chairman is given the floor, the Department Commandant leaves the podium and cannot interfere with the elections. All other elected department officers will leave the dais. The Chair calls those selected to supervise and count the votes to come to the front.

- A. The Chairman will instruct all in attendance that only one detachment representative, who is a registered delegate, will be given the authority to cast their detachment's votes.

7. Instructions to the Department Sgt at Arms

- A. The Department Sgt at Arms cannot be the detachment's representative for casting detachment's votes.
- B. They will secure all doors (hatches), allowing no one to leave or enter the room once the elections chair begins the elections process. If a delegate leaves the room, they shall not be allowed back in for any reason.

8. Elections (The order for electing officers is as follows):

- A. Commandant
- B. Senior Vice Commandant
- C. Junior Vice Commandant
- D. Judge Advocate

9. Procedure to follow if the office has only one (1) candidate

- A. The election chairman will instruct the Adjutant to cast one vote for the nominee. The nominee has then been elected.
- B. The Adjutant must be a regular member. If he is not, the Senior Vice Commandant shall cast the vote.

10. Procedure if office has more than one candidate

- A. The election chairman will instruct the Sgt at Arms to escort all nominees, for the office being elected, outside of the room.
- B. The Election Committee Chairman (ECC) will conduct the election in the following sequence and manner:
 - 1. The ECC will call Detachments to vote by their detachment number and name, starting with the lowest numbered Detachment to the highest.
 - 2. The Voting Delegate for the detachment shall approach the ECC and state their name and present their credentials as a registered delegate for the detachment.
 - 3. The ECC will announce the number of regular members in good standing.
 - 4. The ECC will announce the number of registered Delegates for the detachment.
 - 5. The ECC will announce the number of eligible votes for the detachment.
 - 6. The Voting Delegate will cast the detachment's eligible votes in one bloc or split as desired between the number of candidates they wish.
 - 7. The vote will be repeated to the Voting Delegate by the ECC for verbal confirmation.

8. The ECC will call the next numerically sequenced detachment to vote and will continue in numerical sequence until all detachments have been called to vote.
 9. Detachments not prepared to vote when called will be ordered to the end of the voting sequence. The ECC will give no time for coordination by delegates at the time their Detachment is called to vote. Voting Delegates must be ready when called or go to the end of the voting sequence. If confusion still exists and the detachment's designated delegate is not ready when called to vote, they will be passed over and the voting will be closed.
 10. All vote tallies approved by the EC are final. The ECC is given latitude to conduct any review prior to the announcement of the winning candidate in order to ensure a fair and honest election.
- C. It is the duty of the counters to add all votes cast for each candidate, then after verifying that the count is correct, hand the count to the Chairman. The Chairman will instruct the Sgt at Arms to escort the candidates in and the Chairman will then announce the winner. The process shall continue until all elected offices are filled.