

 <p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 1-7
		ISSUE 9
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<p>SUBJECT</p> <p style="text-align: center;">ELECTION AND INSTALLATION PROCEDURE</p>		

PURPOSE

To establish the procedure for conducting the annual Electric Boat Management Association Election and installation of officers and members of the Board of Directors.

DEPARTMENTS AFFECTED

All

DEFINITIONS

- A. Chairperson of the Election Committee - Person appointed by the Chairperson of the Board of Directors to coordinate the nominating/election process.
- B. Installation Officer - Person appointed by the Chairperson of the Board to install the newly elected officers and members of the Board of Directors.

GENERAL

- A. Policy - Election of officers and directors is concluded prior to the end of April. All active members as of March 1st (including life members) are eligible to vote in accordance with the Constitution and Bylaws.
- B. Nominations - At the November Board meeting, the Chairperson of the Board of Directors shall appoint an Election Committee with a minimum of two people in accordance with Article VII of the EBMA Bylaws, and shall also appoint the committee's Chairperson. None may be an officer or candidate for office. It is the responsibility of the Chairperson of the Election Committee to actively seek candidates to assure compliance with Article VII Section 2 of the EBMA Bylaws. The EBMA Office Secretary will verify the eligibility of candidates for the office and provide supporting documentation to the Election Committee.

The Chairperson of the Board will monitor the progress of the Election Committee.
- C. Election - The Chairperson of the Election Committee will, by the December business meeting, set the election date with the President. The elections shall be carried out in accordance with Article VII Sections 2 and 3 of the EBMA Bylaws.
- D. Election Controls – The following controls will be implemented regarding electronic and/or mail and absentee ballots:
 - 1. POSTAL MAIL BALLOT
 - a. Only signed returned ballot envelopes will be counted.
 - b. The return envelope will have a label attached to the back of the envelope which includes the voter's name, address and badge number to allow proper check of by the Election Committee.
 - c. Ballots shall be separated from the envelopes to assure that the individual ballot is kept confidential. Any required additional means shall be used to assure that the member's vote is kept secret.

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- D 1 POSTAL MAIL BALLOT (Continued)
- d. The Chairperson of the Election Committee shall notify the Chairperson of the Board of Directors of any aspects of the election that cannot or will not comply with the Constitution and Bylaws and/or this procedure. The Chairperson of the Board shall keep the Board of Directors informed of any noncompliance or potential noncompliance.
2. ELECTRONIC MAIL BALLOT
- a. An electronic list of eligible voters will be provided to the Election Committee after verification of eligibility by the EBMA Office Secretary.
- E. Election Arrangements - Procedure
1. The proposed slate of directors and/or officers shall be presented to the membership at the February business meeting. Additional nominations shall be accepted from the Membership at that meeting.
 2. The Election Committee shall send out forms to all candidates requesting a resume, a photograph, and intent to run for office. The form shall be returned to the Election Committee no later than two weeks following the February meeting to be eligible for the election.
 3. The Election Committee shall obtain the most current tabulation of the membership list, the list of life members, and the list of new members from the EBMA Office Secretary.
 4. The Election Committee shall ensure that the upcoming election and guidelines are officially announced a minimum of 2 months prior to the election to the eligible membership.
- F. Election Arrangements – Electronic and/or Paper Ballots
1. The Chairperson of the Election Committee shall have electronic and/or paper ballots prepared. The ballots will include the candidate's name, resume and photograph. The resume of each candidate shall be limited to 150 words or less.
 2. Ballots will either be electronically delivered to each member's EB email address or mailed via inner office mail. The Election Committee shall ensure that each member casts one vote only.
 3. A cut-off date will be established by the Chairperson of the Election Committee at which time all ballots received will be tallied. The electronic software utilized shall be turned off to prevent further voting activity.

NOTE: In the 2006 election, Survey Monkey.com software was utilized.
 4. The Chairperson of the Board shall inform the candidates of the election results prior to publication. Newly elected candidates shall become voting members of the Board of Directors at the July Board meeting.
- G. Voting Procedure
1. The Chairperson of the Election Committee shall have Tally Sheets made up to record the count from the electronic and/or paper ballots and one to summarize the total count.
 2. The Election Committee shall ensure that the voter is eligible and mark the voter list to indicate the member voted.
 3. An Election Committee member and at least one other EBMA member shall review the electronic and/or paper ballots and record the results on the Tally Sheets.
 4. The Election Committee member and the other EBMA member shall monitor the result of the electronic and/or paper ballots. All results shall be recorded on the Tally Sheets.
- G. Voting Procedure (Continued)

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5. The Chairperson of the Election Committee shall report the voting results to the Board of Directors during the first Board meeting following the election. The Chairperson of the Election Committee shall submit original Tally Sheets of the election results to the Chairperson of the Board.
6. The Chairperson of the Board shall forward the election result Tally Sheets to the EMBA Office Secretary for recordkeeping. The Chairperson of the Board shall announce the results of the election to the EBMA membership.
7. Election records shall be retained for a period of one year by the EBMA Office. The EBMA Office Secretary shall obtain permission from the Chairperson of the Board before destroying any election records.

H. Recounts

1. A recount of the ballots may be requested by the losing candidates for any elected position in which the difference between the number of ballots cast for the winning candidate and those cast for the losing candidates is five (5) percent or less of the total ballots cast for the position (not including voided ballots).
2. A request for a recount shall be submitted in writing by the losing candidates to the Chairperson of the Board. The request shall be received by the Chairperson no later than one week after the election results are announced.
3. If the Chairperson of the Board finds that the request is in compliance with this procedure, he/she shall order an Election Committee Member and at least one witness to conduct the recount only for the disputed position(s). This shall be completed for electronic and/or paper ballots. When conducting a recount of the electronic ballots a detailed list of the results shall be obtained. The list must be anonymous and shall not include any of the member names. New Tally Sheets shall be used for the recount and signed by the Election Committee member and the Witness (es), and shall become part of the election records.
4. The Election Committee Member shall inform the Chairperson of the Board of the results of the recount whom, in turn, shall inform the winning and losing candidates of the results.

I. Contested Election

1. Any EBMA member may contest the election if he/she believes that it was not conducted in accordance with the Constitution and Bylaws and/or this procedure. Recounts are not considered a contested election and are covered by Paragraph H, above.
2. The member(s) contesting the election shall petition the Chairperson of the Board in writing no later than one week after the election results are announced, citing the specific provisions of the Constitution and Bylaws and/or this procedure that have been violated. If the dispute involves one or more specific elected positions, the unsuccessful candidates shall also sign the petition contesting the election.
3. Upon receipt of a notice of a contested election, the Chairperson of the Board shall call a special meeting of the Board of Directors within one week to review the facts and make a determination. Copies of the petition shall be provided to the members of the Board of Directors with the call of the meeting.
4. The member(s) and/or candidates contesting the election shall personally appear at the special meeting of the Board of Directors to present their facts and evidence as to why they believe that the election should be declared invalid. Failure to appear shall cause their petition to be denied by the Board.

I. Contested Election (Continued)

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5. After reviewing the facts and evidence, the Board of Directors shall vote to take one of the following actions:
 - a. Declare the entire election invalid and direct that a new election be conducted. A majority vote of the Board (that is, six (6) votes) is required to declare the entire election invalid.
 - b. Declare the election for the contested positions invalid and direct a new election for these positions. A majority vote of the Board (that is, six (6) votes) is required to declare a new election for selected positions.
 - c. A vote of six members of the Board is required to ratify the results of a contested election or contested positions.
6. The Chairperson of the Board shall notify the member(s) contesting the election in writing of the decision of the Board of Directors.
7. In the event that the Board declares the entire election invalid or contested positions invalid, a new election shall be conducted in accordance with this procedure. The incumbent officers and directors for contested positions shall continue in office until the new election results are ratified by the Board. The election of a new Chairperson of the Board (Policy and Procedure 1-2) and/or Replacement of a Director (Policy and Procedure 1-8) shall be deferred until the new election results are ratified by the Board.

J. Installation of New Officers and Directors

The installation of the new officers and directors will take place after a valid election (usually at the May meeting). The Chairperson of the Board of Directors will appoint an Installation Officer to perform the Installation Ceremony. The Installation Officer will install the newly elected candidates using Appendix A as a guideline.

NOTE: Appendix B shall be used as a guideline for installation of Board of Directors during off-year election.

APPENDIX A

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EBMA INSTALLATION CEREMONY FOR NEW OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

(Call the Officers to be installed by name and ask them to come forward and stand to your right facing the audience):

(Names & Titles)

(Installing Officer to Audience):

"These persons have been duly and properly elected to serve as your Officers during the coming year. As Installation Officer, I ask them this important question":

(Turn to new Officers)

(Installing Officer to new Officers):

"Do you Officers realizing the responsibilities of leadership that have been place upon you, pledge to give of your time and energy, to faithfully serve the Electric]Boat Management Association, to uphold the constitution, and to work toward the achievement of you Association's purposes? If so, each of you will answer: I do".

(Officers answer in unison)

(Installation Officer then turns to membership)

"Will the members please rise".

(Members rise)

(Installation Officer to members):

"These Officers have expressed willingness to serve you faithfully and intelligently as your Association's Officers. Is each of you, as a member of this organization willing to render loyal service to those you have elected, and to mutually work toward constant improvement and development of your Association? If so, each of you answer: I do".

(Members answer in unison)

"Working as a team of officers and members there is no limit to your achievements, no goal which cannot be reached. With confidence that they will serve successfully... that you will work with them... and that all of you together will promote and develop the ideals of your Association... I now declare these Officers duly installed".

(Shake hands and congratulate each Officer)

(Ask audience to be seated. All Officers except the New President then return to their seats)

(Installation Officer to the new President):

"You have accepted the highest office within your organization. Upon you rests the responsibility for conducting the affairs of this organization in a fair and impartial manner. As President, you will be called upon to exercise the highest type of leadership in the planning and direction of the Association's activities. It gives me great pleasure to present you with the President's Gavel".

(Hand gavel to the new President and ask him to step to the podium for his acceptance remarks)

APPENDIX B**EBMA INSTALLATION CEREMONY FOR NEW MEMBERS OF THE BOARD OF DIRECTORS**

(Call the Directors to be installed by name and ask them to come forward and stand to your right facing the audience):

(Names)

(Installing Officer to Audience):

"These persons have been duly and properly elected to serve as members of the Board of Directors during the coming year. As Installation Officer, I ask them this important question":

(Turn to new Directors)

(Installation Officer to new Directors):

"Do you Directors realizing the responsibilities of leadership that have been place upon you, pledge to give of your time and energy, to faithfully serve the Electric Boat Management Association, to uphold the constitution, and to work toward the achievement of your Association's purposes? If so, each of you will answer: I do"

(Directors answer in unison)

(Installation Officer then turns to membership)

"Will the members please rise".

(Members rise)

(Installation Officer to members):

"These Directors have expressed willingness to serve you faithfully and intelligently as your Association's Directors. Is each of you, as a member of this organization willing to render loyal service to those you have elected, and to mutually work toward constant improvement and development of your Association? If so, each of you answer: I do".

(Members answer in unison)

"Working as a team of directors and members there is no limit to your achievements, no goal which cannot be reached. With confidence that they will serve successfully that you will work with them and that all of you together will promote and develop the ideals of your Association I now declare these Directors duly installed".

(Shake hands and congratulate each Director)

(Ask audience to be seated. All Directors return to their seats)

End of Installation Ceremony