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## **ELECTIONS**

Annually, in accordance with the Milwaukee Area Youth Lacrosse Association, Inc. (MAYLA) Bylaws and Policies, members will elect half of the board of directors. Elections are the formal process for selecting the board of directors.

### NOMINATIONS

Nomination is the process for selecting those who will run for a specific position in the election.

#### Nomination Committee.

- The Nomination Committee will consist of three (3) MAYLA Board of Directors, and no more than three (3) volunteers, that will be approved by the Board of Directors.
- The committee will present nominations, after which, the membership has the opportunity to present additional nominations from the floor.

#### Nomination Committee Duties.

The duty of a nominating committee is to find the best candidate for each office. Persons serving on the committee can be nominated for office. All candidates shall complete the MAYLA Request for Consideration Form.

The secretary should give the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements utilizing the MAYLA Board Candidate Form. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. The committee then has to find a new nominee, and the members have to vote again.

The committee should meet and select the people who they think will do the best job in each office. A member of the committee should then be designated to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

If no candidate is found, the committee will leave that slot open for nominations from the floor. Or, they can tell members publicly that they do not have a nominee for a certain office; this allows members to volunteer. No one should be nominated

without his or her consent because, if elected, the person may decline to serve and members will have to hold another election.

Membership Notification of the Slate. Once a slate of candidates has been identified and confirmed, a Notice Requirement will be sent to the membership, at least ten days prior to the election. Advance notice, along with some information about each candidate will be included with the notice so that members can make a reasoned vote during the election.

Candidate information could include general background about the candidate, a candidate statement answering questions about the candidate's goals for the organization, and possibly a photo.

### Report of the Nominating Committee

The report of the nominating committee is usually given under "special orders." When called on to give the report, the chairman of the nominating committee states the nominations for each office.

Sometimes there is a split in the nominating committee over who to nominate. If a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

As soon as the committee reports, it is discharged from its duties.

### Nominations from the Floor.

As soon as the president opens nominations from the floor, any member can bring forth a nomination. However, the rules for a member nominating a candidate are the same as for the nominating committee. A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition.
- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can be nominated for more than one office.
- A member can't nominate more than one person for an office until everyone has had the opportunity to make nominations.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the assembly.

The president closes nominations when no further nominations come forward from the membership.

If at any time during the nominating process a member realizes that he or she will be unable to serve if elected; the member should stand and request that his or her name be removed from nomination.

#### Nominations and the Minutes.

The secretary places all nominations in the minutes. If the organization uses a nominating committee and then takes nominations from the floor, the secretary records the nominating committee's report first and then lists nominations for each office in the order they are presented as given by the members from the floor.

### ELECTIONS

After the nominating process is finished, the members must vote on the proposed candidates.

#### Election by Ballot Vote.

Members will take the vote for election by written ballot. The slate of officers will appear on one ballot.

A ballot vote allows members to write in a candidate's name. Such a motion takes away members' rights to write in a candidate.

#### Absentee Ballots.

Absentee ballots shall be available to members unable to attend the election nine (9) days prior. Members will email a request for an absentee ballot to the Secretary. Absentee ballots will be returned to the Secretary no later than twenty-four (24) hours prior to the election. Ballots must be scanned and signed by the voting member.

#### Motions Concerning Elections.

When taking the vote by ballot, the president will declare that the polls are closed after asking the members if everyone who wants to vote has voted. This means that no one else can vote and the tellers can count the votes. A member can also make a motion to close the polls, which requires a second and a two-thirds vote to adopt, or the motion can be adopted by unanimous consent. The president should not admit a member's motion to close the polls if people are still voting.

#### Counting And Recording The Ballots By Tellers' Committee.

The tellers' committee is a small group of members appointed to count the vote during a meeting involving the ballot vote. The committee is usually comprised of two to three people.

The committee should be appointed before the meeting and trained in the correct procedure for counting the ballots.

### Teller's Sheet and Report.

For each ballot vote taken, the tellers should use the MAYLA Teller's Report, to help tally the ballots.

### Counting the Ballots.

Following are the procedures that the tellers' committee should follow to count ballots:

1. When three tellers are appointed to count the ballots, Teller One should open each ballot and determine whether it is a legitimate ballot. All blank ballots are put aside because they are not counted in the total number of votes cast. Illegal ballots, those that have writing on them but are not readable or that contain the name of a person who is not eligible for election, or two ballots with names on them folded together, are put in another pile.
2. Teller One counts the legal ballots and writes the total on the teller's sheet on the line "Number of votes cast." If there are illegal ballots, these are counted and the number put on the line "Number of illegal votes." The number of illegal and legal ballots is then totaled. This number is used to establish the number for the majority vote. The majority vote number is written on the line "Number of votes to elect."
3. Teller One reads aloud the names on each ballot. The other two tellers each keep a separate teller's sheet, recording each candidate's name on the teller's sheet the first time it is read, and placing a tally mark next to a candidate's name each time Teller One reads that name aloud. So that there is no doubt who should receive the vote, Teller Two repeats each name as it is read by Teller One. When a candidate receives five votes, Teller Two calls out "tally." If Teller Three's report doesn't agree with Teller Two's, then the count stops at this point to see where the mistake was made in recording the vote.
4. When all the ballots have been read aloud, the tellers' committee totals the votes for each candidate and writes the number of votes received by each name. The tellers' committee then writes the word "elected" by those receiving a majority vote. If no one receives a majority vote, the phrase "no election" is written on the teller's report or is written near any office for which no candidate has received a majority vote.
5. Each member of the tellers' committee signs the teller's report, and the chairman of the committee (Teller One) reads the report to the assembly and gives it to the presiding officer.

### Filling Out the Teller's Report.

#### TELLER'S REPORT

Office: Executive Board

Number of votes cast: 20

Number of votes to elect: 11

Number of illegal votes: 0

The tellers' committee then fills in each name as the member opening the ballots called it.

For example, Teller One reads off the names on the first ballot:

Teller One: Smith, Jones, Baker, Torry, Green.

Teller Two repeats the names. Then Tellers Two and Three write those names in the blanks under "Candidates" and make a tally mark after each name.

Candidates:

1. Smith \_\_\_\_\_ | \_\_\_\_\_
2. Jones \_\_\_\_\_ | \_\_\_\_\_
3. Baker \_\_\_\_\_ | \_\_\_\_\_
4. Torry \_\_\_\_\_ | \_\_\_\_\_
5. Green \_\_\_\_\_ | \_\_\_\_\_

The next ballot is opened. This ballot has two names that were not on the first ballot. On this ballot, Teller One reads the following names:

Teller One: Frank, Bates, Smith, Baker, Torry.

Teller Two repeats the names. Then Tellers Two and Three add the two new names, Frank and Bates, to the bottom of the list, and make a tally mark by each candidate. The teller's sheet now looks like this:

Candidates:

1. Smith \_\_\_\_\_ | \_\_\_\_\_
2. Jones \_\_\_\_\_ | \_\_\_\_\_
3. Baker \_\_\_\_\_ | \_\_\_\_\_
4. Torry \_\_\_\_\_ | \_\_\_\_\_
5. Green \_\_\_\_\_ | \_\_\_\_\_
6. Frank \_\_\_\_\_ | \_\_\_\_\_
7. Bates \_\_\_\_\_ | \_\_\_\_\_

This process goes on until all the ballots are cast and recorded by the two other tellers. As soon as one candidate receives five votes, Teller Two calls out "tally." Teller Three then checks to see if his or her sheet matches Teller Two's. If it doesn't, the committee should immediately stop and recount the ballots to see where they made the mistake.

When the count is finished, the report should look like this, with the word "elected" written by those who received a majority vote.

## Teller's Report.

Office: Executive Board \_\_\_\_\_

Number of votes cast 20

Number of votes to elect 11

Number of illegal votes 0

### Candidates:

1. Smith IIII IIII IIII 14 elected
2. Jones IIII IIII IIII 15 elected
3. Baker IIII IIII IIII IIII 19 elected
4. Torry IIII IIII IIII I 16 elected
5. Green IIII IIII III 13 elected
6. Frank IIII IIII II 12
7. Bates IIII IIII I 11

## Giving the Tellers' Committee Report.

The chairman of the tellers' committee rises, addresses the chair, is recognized, and reads the teller's report. The chairman reads the entire report including the number of votes cast, number to elect, any illegal votes, and all names and the vote totals for each candidate who received votes (even those who are not elected). The members have the right to know who received what number of votes. The report does not include the number of eligible voters (only the officer responsible for the membership roll is able to give this number if needed).

The teller reading the report does not indicate who has been elected. Instead, after the tellers' committee report, the presiding officer announces those people elected.

Tellers' Committee Chairman: The Tellers' Committee Report for Election of Board Members:

Number of votes cast were 20.

Number to elect is 11.

Mr. Smith received 14 votes. (elected)

Mrs. Jones received 15 votes. (elected)

Mrs. Baker received 19 votes. (elected)

Mr. Torry received 16 votes. (elected)

Mr. Green received 13 votes. (elected)

Mrs. Frank received 12 votes.

Mr. Bates received 11 votes.

Joyce Bell

Chairman

Note: The words in parentheses are written on the report but not read aloud. The committee chairman then gives the report to the presiding officer and sits down.

The presiding officer repeats the report and announces the election of each candidate:

President: The Tellers' Committee Report reads:

Number of votes cast were 20.

Number to elect is 11.

Mr. Smith received 14 votes. (elected)

Mrs. Jones received 15 votes. (elected)

Mrs. Baker received 19 votes. (elected)

Mr. Torry received 16 votes. (elected)

Mr. Green received 13 votes. (elected)

Mrs. Frank received 12 votes.

Mr. Bates received 11 votes.

Note: The words in parentheses are written on the report but not read aloud.

The presiding officer states when the election is effective. Those elected take office immediately unless the bylaws state differently.

The complete teller's report is then entered into the minutes. If a recount isn't necessary or requested, the ballots can be destroyed or filed with the secretary for ten (10) days and then destroyed.

#### Other Points.

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Tellers should cast their ballots at the same time that the membership votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.

- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can't make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the tellers have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The tellers' committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the tellers' committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the person who gets the most votes shall win.
- If there is a question about the way a ballot is marked, the tellers should take it to the presiding officer.
- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the MAYLA bylaws and policy.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.
- If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.
- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.
- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Kenneth Baker was elected to the board for three years. His term expires April, 2004."

### Taking A Recount.

If members question the validity of an election or the procedure in taking the vote, a member should make a motion to recount the votes within a reasonably brief time after the president announces the election outcome. The motion to have a vote for a particular office recounted needs a second, is not debatable, and takes a majority vote to adopt.



Election Process. The membership will gather in person, on the day of the election as per MAYLA policy. A call for candidates from the floor will be made prior to ballots being provided to all those in attendance. This will be the last call for any qualified candidate to run for an open board of director position.

Adopted: November 28, 2011