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## **ELECTION PROCESS RULES**

### **I. General**

- A. The bylaws of the Marine Embassy Guard Association (“MEGA”) provide that elections will be held annually for the purpose electing Directors and Officers (Secretary and Treasurer), when any such positions are vacant.
- B. Elections shall be held during the months of March/April and shall be concluded at the Annual Meeting of Members (“Annual Meeting”).
- C. An Elections Committee shall be formed to oversee the election process.

### **II. Elections Committee**

The Elections Committee shall conduct all administrative functions associated with the election. The Elections Committee shall be composed of an Elections Committee Chairperson, three (3) MEGA members, and one (1) alternate MEGA member. The MEGA Chairman of the Board shall appoint the Elections Committee Chairperson from the membership. The Election Chairperson shall appoint four members from the membership for the Election Committee. The Elections Chairperson shall notify the Board of Directors (“Board”), of the appointments.

### **III. Election Call**

The Chairman of the Board shall, through the MEGA web site, electronic mail and the MEGA newsletter, announce the annual election on or before the 15<sup>th</sup> of December. He shall identify the available positions including the term, and responsibilities, of the office.

### **IV. Eligibility of Candidates and Voters**

A candidate shall be a member in good standing both when the candidate declares his/her candidacy and when elected. All voters shall be members in good standing to vote in the election. The definition of a “member in good standing” is stated in MEGA’s bylaws, Section 4.07.

## **V. Declaration of Candidacy**

- A. All candidates shall submit, to the Elections Committee Chairperson, a 125 word (or less) statement pertaining to the position they seek including information regarding the candidate's background. The statement together with a recent photograph, if available, must be either e-mailed or mailed and postmarked no later than the 1<sup>st</sup> of March of the election year.
- B. The Elections Committee Chairperson shall prepare, and send to the Newsletter Editor and the Web Master, an announcement for publication in both media. Additionally an e-mail shall also be sent to all members in early March. This announcement shall only include the candidates' names (in alphabetical order, according to the candidates last name), the positions for which they seek election, the candidates' statements, and photos, where provided.

## **VI. Campaign Literature**

The candidates shall not use any campaign literature, other than the 125 word statement, background, and photo (if candidate submits photo), which shall be disseminated to the membership, via MEGA website, e-mail, and/or newsletter. The 125 word statement, background, and photo, shall be published by the Elections Committee Chairperson in the MEGA newsletter and on the MEGA website.

## **VII. Ballot**

A ballot shall be prepared by the Elections Committee and submitted to the Board for approval at such time as prescribed by the MEGA's Chairman of the Board, before the 15<sup>th</sup> of March. The ballot shall consist of one page listing the open positions for election and the names of the candidates for each position, together with mailing instructions.

## **VIII. Voting**

Members may choose to vote by e-mail, USPS mail, or by voting at the Annual Meeting. All members with a recorded e-mail address will be sent a ballot via e-mail. Upon receipt, the ballot should be printed, completed, signed, scanned, and then returned to the Elections Committee Chairperson. For those members who do not have a recorded e-mail address, a ballot will be mailed via USPS.

Members have a option of going to the Member's Area of the website and downloading a ballot. Additionally, the website will contain the biographical sketch of the candidate(s), and a picture(s), if submitted.

The envelope in which a ballot is returned must contain a valid name and return address of the member and the member's MEGA membership number. For those members voting at the Annual

Meeting, the Election Committee shall prepare specific instructions and a ballot similar to the absentee ballot, and shall make such ballots available during the Annual Meeting.

## **IX. Reception of Absentee Ballots**

All scanned ballots and absentee paper ballots shall be forwarded to the Elections Committee Chairperson by date certain (as established by the Board) via e-mail or First Class USPS. All ballots received via e-mail will be filed by the Elections Chairperson for counting at the annual reunion, and kept completely confidential. **All ballots received via first class mail or electronic shall be kept completely confidential.**

The Elections Committee Chairperson shall list all ballots received by sender's name, address, and membership number. This list shall become the Elections Committee's official Register of Absentee Voters. The Elections Committee will conduct the count of ballots received prior to the reunion for each position in private on the Friday before the Saturday annual meeting. The Elections Committee will count the ballots submitted during the Annual Meeting, after voting concluded.

## **X. Availability of Ballots at Annual Meeting**

All members in good standing at the Annual Meeting shall be provided with a ballot, if their names do not appear on the Register of Absentee Voters. Those ballots must be completed and given to the Elections Committee Chairperson by the member only.

## **XI. Affirmation of Ballot Counts**

All members of the Elections Committee shall count the ballots for each position. All Elections Committee members will affix their signature to this effect on the container in which the counted ballots are stored and sealed after the counts are complete. Their signatures attest that they counted all votes for each position.

## **XII. Announcement of Elections Results**

The Elections Committee Chairperson, at the Annual Meeting, shall announce the results of the election for each position on the ballot. In the event the Elections Committee Chairperson cannot be present, the results will be announced by his/her appointee. The appointee shall be a member of the Elections Committee.

## **XIII. Resolution of Election Results**

The results of the election as announced by the Elections Committee Chairperson, or appointee, are considered final. The only exception is the potential for a recount should there be a margin of win/loss less than 1%, or the count is challenged by an individual candidates opponent. In such a case, the Elections Committee shall again count the ballots two (2) times to reach absolute agreement and ascertain final results. Following the Annual Meeting, the current Board shall

affirm the election result. The Election Committee Chairperson shall retain as property the ballots and all associated election documents.

#### **XIV. Disposition of Ballots**

All ballots and related materials shall be kept for three (3) months following an election after which the Elections Committee Chairperson will destroy all ballots and related materials except that the Elections Committee may preserve whatever related material it deems helpful as a guide for future elections.

#### **XV. Understanding**

- A. It is understood that, with respect to the conduct of the candidates, if any action is not provided for herein, it is disallowed.
- B. In the event a question of appropriateness of any action is raised, then a vote of the Board of Directors is to be called. A majority vote is required to settle the question.

#### **DISCLAIMER.**

If any provisions herein is inconsistent or in conflict with the bylaws, the bylaws shall take precedence.

Approved by the Association's Board of Directors on 26 July 2012.