

PA-NENA Executive Board Policy and Procedure

Election Process

Purpose

To define the requirements and process for conducting the annual nomination and election process of the officers for the Pennsylvania "Keystone" Chapter of the National Emergency Number Association, "PANENA".

Authority

Article III, Section 4 of the PANENA bylaws provides that the Executive Board shall:

- *"establish voting procedures for the election of candidates, which shall include a procedure for balloting by mail. If electronic balloting is authorized, a procedure to cast a paper ballot by mail as a special accommodation shall also be provided."*
- *"establish a procedure for reporting the total number of votes cast for each candidate for office and determining the results of the election"*

Policy

It shall be the policy of the Executive Board, in accordance with the bylaws of this Chapter, that:

1. Elections shall be held for the following positions, with installation of officers conducted at the annual conference:
 - a. Secretary (annually)
 - b. Treasurer (biennially)
2. A nominating committee shall be established in accord with Article V, Section 1.1 of the bylaws.
 - a. The committee shall elect its own chairperson, who shall serve as the elections administrator.
 - b. The committee shall make every effort through electronic and personal means to solicit candidates for office.
 - c. The committee will also take into consideration membership status, activity in the statewide development of 9-1-1, eligibility, professional reputation, character, and other qualifications that are deemed appropriate by the committee.
 - d. The committee shall present one or more candidates for Secretary, and Treasurer (if applicable for that year), at the July Executive Board meeting, or at a minimum 60 days prior to the annual conference.
3. Electronic balloting may be used in the conduct of elections if it is a cost effective method as compared to balloting by mail. The executive board shall ensure that any electronic system utilized is secure and confidential.
4. In the event that electronic balloting is authorized by the Executive Board, members requesting special accommodation shall be provided with a mail-in ballot.
5. The chairperson of the nominating committee shall serve as the elections administrator and supervise the conduct of the elections.
6. In the event electronic balloting is not authorized, members shall receive a mail-in ballot as per the procedures outlined below.

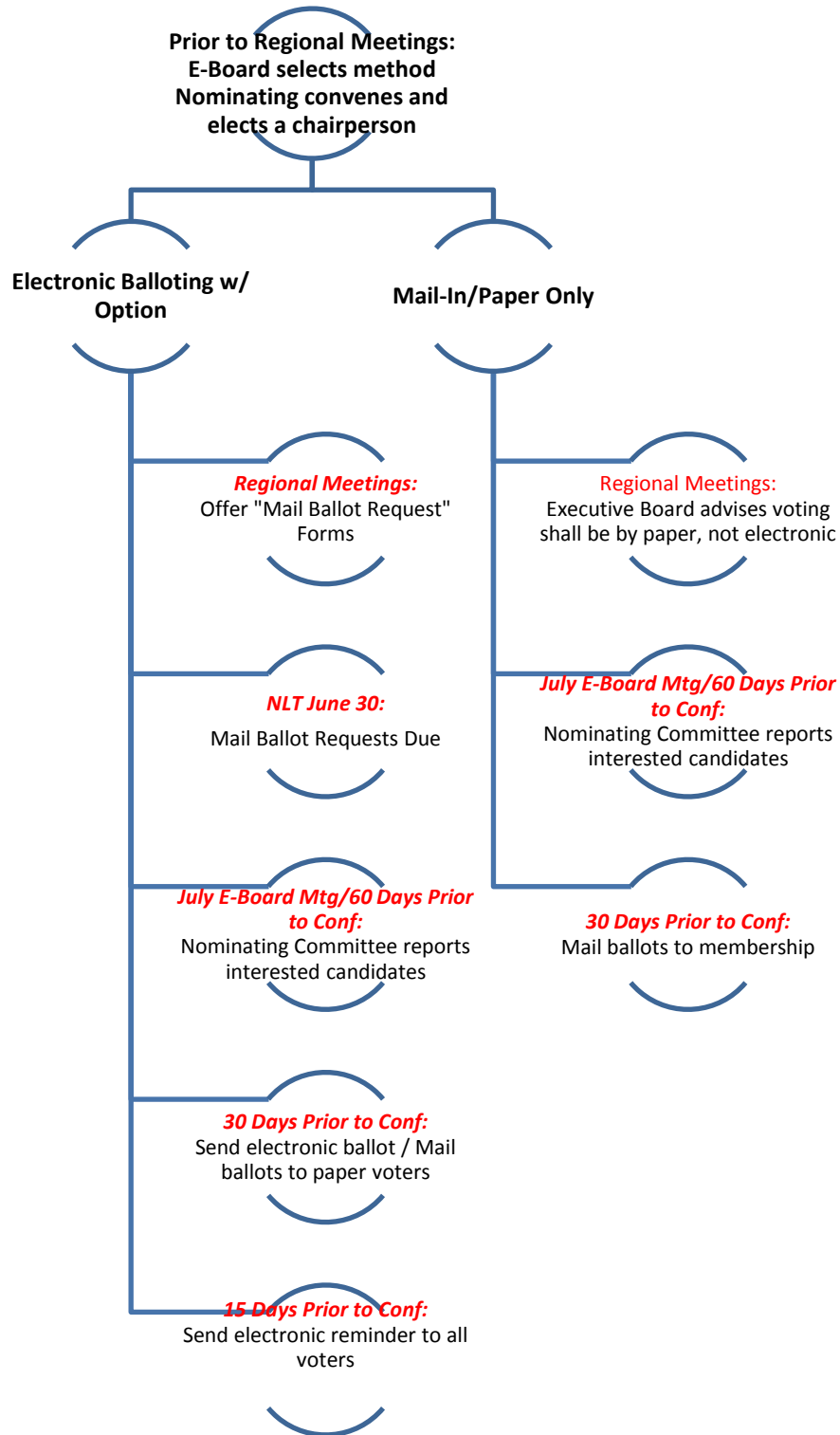
7. In the event that the nominating committee is unable to present more than one interested candidate for any office, the election procedure will not be necessary and the outgoing Chapter Secretary will cast an uncontested vote on behalf of the sole candidate(s) of that/those offices.
8. In the event that a lone candidate withdraws their name from consideration, or otherwise becomes ineligible after the 60 day deadline, the newly elected Executive Board, by majority vote, will fill the position by appointment.

Procedures

Elections shall take place at the regularly scheduled business meeting at the annual conference, and shall be determined by a plurality of all ballots cast, whether electronic or paper. The following procedures shall be followed in the conduct of elections:

1. ***Electronic Balloting*** - If it is shown to be a cost effective method versus mail balloting, the association shall establish a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots electronically for Executive Board candidates. The electronic ballots shall be tabulated by the elections administrator, and the results provided to the nominating committee on the no later than 12:00 PM first day of the annual conference.
 - a. The nominating committee shall verify and certify the tabulation.
 - b. The certified results of the electronic tabulation shall be combined with the mail ballots as provided below.
2. ***Mail Balloting (with electronic balloting)*** - Eligible members needing special accommodations may request a mail ballot. A Request Form for a "Mail Ballot" shall be available at the annual regional meetings. The Request Form also shall be available on the Chapter's website and by mail, upon receipt of a request from an eligible member. The Request Form, at a minimum, shall include entries for the member's printed name, contact information, and membership number.
 - a. Eligible members desiring to vote by "Mail Ballot" shall complete the Request Form and return it to the Secretary of the Chapter. If returned via U.S. Mail it shall be postmarked no later than June 30. If submitted electronically it shall be sent by midnight local time on June 30.
 - b. The executive board shall review the "Mail Ballot Request Form" to ensure that each application is from a member in good standing who is otherwise eligible to vote. Members who are eligible to vote are defined in Article II of the chapter bylaws.
 - c. Any "Mail Ballot Request Form" that was submitted via U.S. Mail and is rejected shall be returned to the member together with an explanation of the reason for rejecting the application. Members that submit a "Mail Ballot Request Form" electronically shall be given an explanation of the reason for rejecting the application.
 - d. At least 30 days prior to the first date of the annual conference, the nominating committee shall send one "Mail Ballot" form and sealing envelope to each eligible member who has submitted a valid "Mail Ballot Request Form".

- e. Mail ballots shall be returned to the President no later than 12:00 PM on the first day of the annual conference in a sealed envelope.
 - f. The full nominating committee will then count each mail in ballot. A candidate may have a representative at the counting, but the candidate may be not present. Challenges to the validity of any ballot that affects the result shall be settled by the nominating committee. Ties shall be broken by run-off election conducted at the same session of the annual conference. Upon completion and certification of the mail in ballot count, the results shall be forwarded to the Chapter President for combination with the electronic ballot results and announcement during the annual conference.
 - g. The incoming Chapter Secretary shall maintain the paper ballots for 365 days from the date of election, after which they shall be destroyed.
3. **Mail Balloting (without electronic balloting)** - Eligible members shall be sent a mail ballot.
- a. At least 30 days prior to the first date of the annual conference, the nominating committee shall send one "Mail Ballot" form and sealing envelope to each eligible member.
 - b. Mail ballots shall be returned to the President no later than 12:00 PM on the first day of the annual conference in a sealed envelope.
 - c. The full nominating committee will then count each mail in ballot. A candidate may have a representative at the counting, but the candidate may be not present. Challenges to the validity of any ballot that affects the result shall be settled by the nominating committee. Ties shall be broken by run-off election conducted at the same session of the annual conference. Upon completion and certification of the mail in ballot count, the results shall be forwarded to the Chapter President for announcement during the annual conference.
 - d. The incoming Chapter Secretary shall maintain the paper ballots for 365 days from the date of election, after which they shall be destroyed.



Annual Conference:

NLT 12:00 PM on 1st Day of Conference, paper ballots due to President

Nominating committee counts mail in ballots.

Nominating committee certifies electronic tabulation (if applicable)

Total votes (electronic and paper) combined and certified.

Results reported to membership

All paper ballots maintained by Secretary for 365 days and subsequently destroyed