



Monterey County Fire Training Officers Association

Policy # 2011-01

Title: Nomination and Election Procedures

Effective: April 14, 2011

I. Purpose:

In accordance with the bylaws of the Monterey County Fire Training Officers Association (MCFTOA) Article 13, Section 11 "Reasonable Nomination and Election Procedures," the following nomination and election procedures are hereby established.

II. Scope:

Per the above mentioned bylaws, these procedures shall contain the following:

- A. Reasonable means of nominating persons for election as directors or officers.
- B. A reasonable opportunity for a nominee to communicate to the members the nominee's qualifications and the reasons for the nominee's candidacy.
- C. A reasonable opportunity for all nominees to solicit votes.
- D. A reasonable opportunity for all members to choose among the nominees.

III. Corporation Officers:

These procedures shall pertain to the annual election of the officers listed below. These officers are known as the Executive Officers.

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

IV. Board of Directors:

These procedures shall pertain to the election of no less than three (3) and no more than five (5) directors. Collectively, the group of directors shall be known as the Board of Directors.

V. Qualifications:

Any member in good standing with the corporation is eligible to seek election as an Executive Officer or as a member of the Board of Directors.

- A. A member in good standing is defined as a member who has maintained active membership during the calendar year in which the nominations are received and the election occurs.
- B. Active membership is defined as a member who has a membership application on file and is current with annual membership dues.

VI. Term of Office:

A. Executive Officers:

- 1. The term of office for Executive Officers shall be one year.
- 2. The term of office shall begin at the close of the meeting during which the Chairperson of the meeting has declared the election final.
 - a. Unless otherwise held, the election of officers will occur during the annual membership meeting held on the second Thursday of each December.
- 3. The term of office for Executive Officers shall expire at the close of the meeting during which the election of new officers has been declared final.

B. Board of Directors

- 1. The term of office for a member of the Board of Directors shall be three years.
- 2. The term of office shall begin at the close of the meeting during which the Chairperson of the meeting has declared the election final.
 - a. Unless otherwise held, the election for members of the Board of Directors shall occur at the annual membership meeting held on the second Thursday of December during the year in which the term of office expires.

3. The term of office for a member of the Board of Directors shall expire at the close of the meeting during which the election for members of the Board of Directors has been declared final.

VII. Nominations:

- A. Nominations for Executive Officers and the Board of Directors shall begin at the regularly scheduled monthly meeting occurring in October of each year.
- B. During this meeting, the Chairperson shall declare that nominations are open for the officers and board members whose terms will expire.
- C. Once nominations are open, the Chairperson shall take nominations from the floor for the specific positions as listed above.
- D. Any member in good standing with the corporation may, after being recognized by the Chairperson self nominate, or nominate a member for a position up for election.
 1. A second for the nomination is not required.
- E. Each person nominated shall be recorded by the Secretary, or other appointed person, and held until the election occurs at the annual membership meeting.
- F. If persons nominated are present when the nomination occurs, the person shall be asked in they accept the nomination. If they accept the nomination, their name shall remain on the list of nominated candidates. If the person declines the nomination, their name shall be stricken from the list of candidates.
 1. Persons nominated who are not present at the meeting in which they were nominated shall be contacted by the Chairperson at a later time to determine if they accept the nomination. If the person accepts the nomination, their name shall remain on the list of candidates. If they decline the nomination, the Chairperson shall announce at the annual membership meeting that the person has declined the nomination and their name shall be removed from the list of candidates.
- G. During the initial nomination meeting, if there are no other nominations from the floor, the Chairperson shall declare that nominations remain open until the next regularly scheduled monthly meeting.

- H. During the time period between the membership meeting in October and the membership meeting in November, nominations will remain open and a person may self-nominate or nominate another person for an open position. These nominations shall be transmitted to the Chairperson by appropriate means of communication.
- I. During the regularly scheduled November membership meeting, the Chairperson will state that the period for nominations remains open. The Chairperson will announce if any persons have declined their nomination or if any nominations have been received since the previous meeting. The Chairperson will also ask the Secretary to recite the names of those candidates already nominated.
- J. The Chairperson will then take any additional nominations from the floor following the procedures outlined above.
- K. Once there are no other nominations from the floor, the Chairperson shall declare nominations closed.
- L. Once nominations are closed, the Chairperson will ask if there are any candidates that wish to address the membership as to their qualifications, reasons for their candidacy, and the solicitation of their vote.
 - 1. If a candidate wishes to address the membership, they shall be recognized by the Chairperson and allowed no more than three (3) minutes to address the membership.
 - 2. Once all candidates have been allowed the opportunity to address the membership for three (3) minutes, the Chairperson shall declare the time to address the membership ended.
- M. During the time when nominations are closed, following the November meeting, persons nominated may communicate to the membership through appropriate means their qualifications, reasons for their candidacy, and the solicitation of a member's vote.
 - 1. Upon request from a candidate, the Secretary of the corporation shall provide contact information for each member based upon the request. The requested information shall be obtained from the membership application on file with the corporation.

VIII. Election Procedures:

- A. Elections for Executive Officers and members of the Board of Directors shall occur during the annual membership meeting typically held in the month of December each year.

- B. Election of Executive Officers and members of the Board of Directors shall be by written ballot.
 - 1. If only one candidate is nominated for a position, the Chairperson may ask for a motion to Suspend the Rules in order to declare the person or persons elected by acclamation. If a motion and a second is received to suspend the rules for a written ballot, the motion must pass by a 2/3 majority of those present at the meeting. If the motion passes, the Chairperson is then allowed to declare the nominee or nominees elected by acclamation.
- C. Members entitled to vote shall not be permitted to vote or act by proxy.
- D. When conducting a written ballot, a candidate shall be elected by a majority vote.
 - 1. A majority vote shall be the majority of members present during the meeting in which the vote was taken.
 - a. As an example, if there are 20 members present during the vote, then a candidate must receive at least 11 votes to win the election.
 - 2. If a ballot is tabulated and no candidate receives a majority of the votes, a re-election then takes place with all the candidates remaining on the ballot unless one or more candidates voluntarily withdraws.
- E. Prior to the written ballot, the Chairperson shall appoint Tellers, including a Chairperson of Tellers, to prepare, handout, collect, and count the ballots.
- F. Once all members present have had the opportunity to vote, the Chairperson says "Have all voted who wish to do so?" If there is no response, the Chairperson says, "Since no one else wishes to vote, the polls are now closed."
- G. Once the polls are closed, the appointed Tellers collect and count the votes. Once the votes are counted, the Chairperson of Tellers prepares a written report of the election.
 - 1. The written report from the Chairperson of Tellers shall include:
 - a. Number of votes cast
 - b. Number of votes necessary for election
 - c. Number of votes each candidate received
- H. Once the written report from the Tellers is prepared, the Chairperson shall be recognized and shall read the report.

- I. Once the report is read, the Chairperson repeats the Teller's Report, which is entered into the minutes, and announces the results of the election.
- J. If a candidate has not received a majority of the votes, then another ballot is taken following the same procedures as above. A ballot is continued until a candidate has received a majority of the votes.
- K. Once a majority is reached, the Chairperson shall announce the winner of the election and declare the vote final.
- L. Persons elected to the positions shall take office at the conclusion of the meeting in which they were elected.

IX. Special Elections:

If an elected officer or member of the Board of Directors resigns, is removed from office, or cannot continue in the elected capacity, then a special election may be held.

In these cases, the presiding officer shall establish procedures for conducting a special election for the vacated position. The procedures for the special election shall be fair and equitable in accordance with the corporation bylaws and the Nomination and Election Procedures.

Following the election and the vote being declared final for a person to fill the vacated position, the person elected shall begin the position immediately and shall fulfill the term of the previously vacated position.