

NOMINATION AND ELECTION REFERENCE GUIDE

TIMELINE

October	Court and/or Grand Lady appoints Election Committee Chairperson. Nominating Committee and Tellers are elected and/or appointed.
November	Nominating Committee reads the duties of each office, election rules and presents slate of candidates. This is also the time for candidates if they would like to address the body and/or answer any questions from the Court.
December	Election Committee Chair restates election rules and slate of candidates, takes nominations from the floor and elections are held.

The Grand Lady is NOT a member of the Nominating Committee or Election Committee. Candidates for office should not be members of the Election Committee but can serve on Nominations Committee.

NOMINATING COMMITTEE

QUALIFICATIONS	All Committee members must be financial; Should be well acquainted with membership; Informed of duties of offices to be filled; and Be open minded and seek out the best possible candidates.
NOMINEES/CANDIDATES	Nominees must be financial; Committee is only required to nominate one candidate, although they may nominate more; Members may become nominees for office; and Committee should contact all potential nominees as well as incumbents to make sure they are willing to serve if elected.
REPORT	Should be given formally by Committee Chair or committee member in November meeting (Offices are listed in the order set forth in the National Constitution and By-Laws); and Nominating Committee is automatically discharged when report is given but can be recalled if a nominee withdraws before the election is held.

ELECTIONS COMMITTEE

QUALIFICATIONS	All Committee members must be financial; Should be well acquainted with membership; and Informed of duties of offices to be filled.
NOMINEES/CANDIDATES	Members may NOT become Candidates for office; and Members should not nominate from the floor.
REPORT	Tellers report should be given formally by Committee Chair or committee member and a copy given to the Grand Lady and Recording Secretary; and Ballots are maintained in a sealed envelope for 30 days after the election and then may be shredded.

After slate from the Nominating Committee is read, Election Chairperson asks for nominations from the floor: Example:

Election Chair: Lady Smith has been nominated for Grand Lady [*was nominated by committee*]. Are there any further nominations?

Lady White: I nominate Lady Anderson for Grand Lady.

Election Chair: Lady Anderson has been nominated for Grand Lady. Are there any further nominations? [*after a reasonable pause*] If not [*pause*], nominations for the office of Grand Lady are closed.
It is not necessary to restate "any further nominations?" three times.

Same procedure is followed for the other offices.

After nominations are closed, the Election Chair may reread all names and ask nominees to stand.

It is not necessary to make a motion from the floor to close nominations as chair announces each office closed. A majority vote is needed to pass a motion to reopen nomination, which has been closed.

CREDENTIALS COMMITTEE ***(Eligibility to Serve and Vote)***

Financial Secretary, Treasurer, and Chairman of Nominating and/or Election Committee(s).

Determines eligibility (*i.e.*, financial status) of nominees and voters.

In conjunction with the Election Committee, assist in determining the voting strength.

ELECTION COMMITTEE **(TELLERS)**

Grand Lady or court appoints the Election Committee Chair and members (Tellers).

Number of tellers is dependent on the number of voters and of positions to be filled.

Tellers must be honest, accurate, dependable and, if possible, with no personal involvement in the election (not a candidate for office).

Ballot Voting

Elections are held by secret ballot as set forth in National By-Laws.

Preliminary Procedures:

Ballot preparation **** See Sample at the end of this report

- a. Should be uniform in size and color
- b. Should include clear directives for marking
- c. Should list offices in designated order
- d. Should list each nominee name with a small box to indicate choice
- e. Should include a blank line for write-in votes

Ballot Box

Should be a closed, sealed container, with slot for inserting ballots

Election Guidelines

Election Committee may prepare election guidelines*** See Election Committee Rules (page 5)

Voting Procedure

Within meeting room

- a. Committee chair instructs as to how ballots should be marked or reads election guidelines if appropriate
- b. Tellers distribute ballots to qualified (financial) court members
- c. Court members mark ballots
- d. Ballots are collected
- e. Court members remain in their seats and place ballot in box when teller comes by.
- f. Court members take ballots to a central ballot box
- g. Ballot box should be in the control of tellers at all times and voters should leave room immediately after voting

Counting ballots

- a. Tellers count total ballots and place in stacks of 25 or less
If fewer ballots than eligible voters, fact is ignored

If more ballots cast than eligible voters, fact is reported in tellers report; results may be invalidated.

- b. Tally sheets are prepared with names, including write-ins, to be listed in a single column with room to right to tally votes
- c. Tellers should work in teams of two: one to read off ballot, the other to tally. When recording teller draws diagonal line to indicate 5 votes, he/she calls out "tally" and the partner checks to make sure five votes have been counted.
- d. Interpreting ballots
Blank ballots are not counted
Two or more marked ballots folded together are recorded as one illegal vote for each office on ballot
When a blank ballot is folded with a marked one, the blank is ignored and the marked ballot is counted.

Tellers' Report includes **** See Sample Attached

- a. Number of votes cast
- b. Number necessary for election
- c. Number received by each candidate, listed in order of number of votes received
- d. Illegal votes and why illegal
- e. Report should be signed by all tellers, with chair signing first
- f. Entire report is included in the minutes

Report to Court

- a. Election Committee chair reads entire report
- b. After Committee is dismissed, Grand Lady announces results declaring winners

"For the office of Treasurer, Lady Bowles received 24 votes, Lady Davis received 9 votes."

Disposing of Ballots and Tally Sheets

- a. Assembly can order ballots and tally sheets destroyed by a majority vote
- b. Ballots/tally sheets can be given to recording secretary to hold, as a sealed package, until there is no possibility of a recount being ordered (at least 30 days).

****** *Make Adaptation Motion before reading***

Rules for Nomination and Election of Officers

(Each rule at Court meetings should be adopted by Common consent)

1. Nominations of Officers will be the first Order of Business in the December Court meeting of even numbered years at a time designated by the Presiding Officer.
2. Officers to be elected are as follows: Grand Lady, Vice Grand Lady, Financial Secretary, Recording Secretary, Treasurer, Jr. Daughter Counselor, Mistress-at-Arms, Inner Guard, Outer Guard, Lecturer, Board of Trustee members (at least two, 3rd year and 2nd year), and Relief Director
3. Candidates must be currently financial in their membership and be inside the meeting chamber when their name is placed in nomination.
4. Ladies making nominations shall raise their hands and wait to be recognized by the chair before making the nomination.
5. Seconds to each nomination will not be necessary.
6. All officers will be elected by secret ballot and there will be no absentee voting.
7. All officers will be elected by a majority of votes cast for each office. In the case of no clear majority, the names of the two candidates with the largest number of votes will be resubmitted to the body for a vote to determine the winner.
8. Pursuant to Article IV, Section 6 of the Charter and Constitution and By-Laws of the Knights of Peter Claver Ladies Auxiliary “no elected officer of a subordinate Court shall be eligible to serve more than three (3) consecutive terms; or a maximum of six (6) years in the office to which she has been elected.”
9. Partially marked ballots are counted only for the positions marked.
10. Blank, unintelligible ballots or ballots cast for an unidentifiable candidate or a fictional character are counted as illegal votes.
11. If necessary, run-off elections will take place immediately following delivery of results, so please stay for the entire meeting.
12. Certified tally sheets of the election results will be provided by the election committee to be included in the December minutes.

After reading the rules the voting strength of the chamber should be announced.

ELECTION COMMITTEE MOTIONS

Motion for rule adaptation by Common Consent:

Election Committee Member: By direction of the Election Committee, I Lady _____ move that the election rules be read one by one and hearing no discussion on any rule, that rule be adopted by common consent. *(Read Election Rules)*

After adaptation of the rules the motion is made to move into the body of the whole:

Motion to Move into Body of the Whole:

Election Committee Member: By direction of the Election Committee I Lady _____ move that the Court resolves into a Committee of the whole for the purposes of conducting further nominations and elections.

Motion after voting:

Election Committee Member: By direction of the Election Committee I Lady _____ move that we dissolve the Committee of the whole and return to the regular order of business.

Motion after reading Tellers Report:

Election Committee Member: By direction of the Elections Committee I Lady _____ move that the report of the elections committee be received and the committee be thanked and dismissed. ****
A copy of the tellers report should be given to the Recording Secretary to be included in the December minutes and Ballots kept and sealed for no less than 30 days.

Grand Lady should then confirm the election results:

Ladies, your newly elected 2014-2016 Court Officers are as follows:

Grand Lady: _____
Vice Grand: Lady _____
Financial Secretary: Lady _____
Recording Secretary: Lady _____
Treasurer: Lady _____
Mistress-At-Arms: Lady _____
Jr. Daughter Counselor: Lady _____
Inner Guard: Lady _____
Outer Guard: Lady _____
Lecturer: Lady _____
Board of Trustee Member Three Year: Lady _____
Board of Trustee Member Two Year: Lady _____
Relief Director: Lady _____

STEP BY STEP REFERENCE

1. Nominating Committee appointed elections chair and tellers are appointed.
2. Nominating Committee solicits/generates list of candidates for slate of officers.
3. Financial status of candidates nominated & verified.
4. Slate approved by court meeting.
5. Election chair reads election rules and presents slate of candidates. Then obtains nominations from floor at December meeting.
6. Ballot is generated, with space for write-in for each office.
7. Financial secretary, treasurer and election chairperson verifies all eligible voters and candidates and verified voting strength.
8. Balloting occurs (no absentee or proxy voting allowed)
9. Election Chair and tellers tally votes and identify if a run off is required.
- 10 Election results are read and run-off announced if needed.
11. If run-off, repeat steps 7 -10 (this should all occur at the December meeting, voters need to remain in chambers until election is final).
12. If no run-off is required then Grand lady announced winners of each office.
13. Tally results (ballots) are maintained by recording secretary for 30 days.
14. Court officers should transition all documents, books, monies & other properties of the court to new officer as soon as new officers are sworn in. This can occur at the same December court meeting or first order of business in January meeting. Current officers should come prepared for this transition at the December meeting.
15. January court meeting should begin with new officers being sworn in by Chaplain or other individuals identified to issue oath to all new officers (Priest, Deacon, District Deputy or Area Deputy) if not done in December.

Note: Prior officers should make every effort to support, assist, provide direction, and answer questions of newly elected officers at all times. The continued success of the court depends on this.

[SAMPLE BALLOT]

Vote for one for each office. Place an "X" in the square in front of your choice.

Grand Lady Lady A
 Lady B

Vice Grand Lady Lady A
 Lady B

Financial Secretary Lady A
 Lady B

Recording Secretary Lady A
 Lady B

Treasurer Lady A
 Lady B

Jr. Daughter Counselor Lady A
 Lady B

Mistress-at-Arms Lady A
 Lady B

Inner Guard Lady A
 Lady B

Outer Guard Lady A
 Lady B

Lecturer Lady A
 Lady B

Trustee (3 years) Lady A
 Lady B

Relief Director Lady A
 Lady B

[SAMPLE]
TELLERS' REPORT

For Grand Lady	Number of votes cast	44
	Number of votes necessary for election	23
	Barbara Davis	28
	Mary Smith	12
	Mattie Green	3
Illegal Votes	Judy Thomas (ineligible)	1
For Vice Grand Lady	Number of votes cast	44
	Number of votes necessary for election	23
	Keisha Gray	28
	Joan Williams	14
Illegal Votes	Mary Poppins (fictional character)	1
	One ballot containing two for Joan Williams folded together, rejected	1

This report is certified by _____
2016 Election Committee Teller

REPORT SHOULD BE SIGNED BY THE TELLER

***BE SURE TO FORWARD TO THE NATIONAL OFFICE AND THE DISTRICT
DEPUTY YOUR COURT OFFICERS ROSTER***

Bibliography

Charter and Constitution of the Knights of Peter Claver and By-Laws of the Knights of Peter Claver Ladies Auxiliary Section 6, pg 26 “All of the officers, . . . , shall be elected every two (2) years by ballot at the regular meeting in December each year, and shall be installed and hold office for a term of two (2) years from the first meeting in January following. “ It further says, “No elected officer of a Subordinate Court shall be eligible to serve more than three (3) consecutive terms; or a maximum of six (6) years in the office to which she has been elected.”

Robert’s Rules of Order Newly Revised, 11th Edition. General Henry M. Robert, new edition by Robert, Robert, Evans, Honemann, and Balch. © 2000 Perseus Publishing, Cambridge, MA.

Pointers on Parliamentary Procedure, 5th Edition, Louise E. Bereskin, PRP. ©2001 National Association of Parliamentarians, Independence, MO

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