

NOMINATION AND ELECTION PROCESS FOR BOARD MEMBER POSITIONS

Drafted July 9, 2015

Approved September 28, 2015; [Note revisions April 27, 2017 in blue](#)

- I. Nomination Process (for both Elected and Appointed Positions, including vacant positions due to resignations: see Article 6.6(B)).
 - A. 6 weeks before Election/Appointment Date, the Election & Nominations Committee Chairman will do the following (except a shorter time will be defined in the case of a resignation):
 1. "Board Position Interest Form" posted on MPSC Website.
 - a) This Form will be filled out online, and a copy of that form will be automatically emailed to the following group email (interestform@swimmpsc.com) which includes the chairman of the Election & Nominations Committee.
 - b) Upon receipt of completed "Board Position Interest Form", the Election & Nominations Committee Chairman will email the prospective candidate to:
 - (1) Verify that the Candidate wishes to stand for the position,
 - (2) Confirm that the Candidate's Form has been received, and
 - (3) Request a "headshot" picture of the candidate (to help with identification purposes).
 - c) The Candidate can amend his/her "Board Position Interest Form" at any time prior to the nomination deadline. Once the deadline has passed, the "Board Position Interest Form" cannot be amended.
 2. Notice of Open Nominations emailed to [MPSC SCSC](#) Members with an initial team-wide email sent by Communications Chair or designated Board Member and a follow-up detailed individual email by Election & Nominations Committee Chair to those interested in board positions.
 - a) Email Notice will include:
 - (1) Position(s) open,
 - (2) Qualifications for the position(s),
 - (3) Description of what the position requires (responsibilities, time commitments, Term of service, etc.)
 - (4) Instruction that any person wishing to become a candidate for a position should fill out the "Board Position Interest Form",
 - (5) Link to ["Board Position Interest Form"](#),
 - (6) Election/Appointment date,
 - (7) Deadline for when Interest Forms are due (which is at midnight of the date two weeks prior to election/appointment date), and
 - (8) Notification that any questions will be answered by the Election & Nominations Committee Chairman
 - B. The day after the Nomination deadline passes, the Chairman of the Nominations Committee will do the following:
 1. If the position is for an Appointment by the Board, the Election & Nominations Committee Chairman will forward all completed "Board Position Interest Forms" and candidate pictures to all Board Members.

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2. If the position is for an Election by the membership, the Election & Nominations Committee Chairman will form a ballot and hold an election (as described below).

II. Election Process

A. Who can vote.

1. MPSC's Constitution and Bylaws [Article 3.1(A) and Article 3.2] state who can vote. For purposes of Elections, a "voting member in good standing" means any member who meets the definition of a "Voting Member" pursuant to Article 3.1(A) and has no outstanding financial balance by the time the election is opened (*Consider changing to within 24-48 hrs of election. It is very difficult to deal with last minute changes.*).
 - a) EXAMPLE 1: The election is online. The election opens at 12:00 PM (noon) on Monday, June 1, and the voting member pays his/her dues at 11:59 AM on Monday, June 1, he/she can vote.
 - b) EXAMPLE 2: The election is by paper ballot at the Annual Meeting. The annual meeting begins at 6 PM, and the President declares the voting open from 6:10-6:15. Mr. Jones goes to get his ballot at 6:10, finds out he is delinquent and immediately pays his dues. Unfortunately, Mr. Jones can't vote because he was not a "Voting Member in good standing" when the Election was opened.
 - c) Exception:
 - (1) Medical Leave.
 - (a) If a Member does not meet the definition of a "Voting Member" pursuant to Article 3.1(A) and 3.2 because the Member's child/ward is on Medical Leave at the time of the election, he or she can still vote.
 - (b) A child will be considered on Medical Leave if his/her parents email the Team Admin or Team Manager notifying the club that their child is on said leave.
2. The Team Admin will create an accurate list of those that meet the definition of "Voting Member." IMPORTANT: THIS LIST MUST ALSO STATE HOW MANY SWIMMERS EACH "VOTING MEMBER" HAS IN HIS/HER FAMILY SO THIS FAMILY IS GIVEN THE APPROPRIATE NUMBER OF VOTES (1 PER ACTIVE SWIMMER).

B. If election is online ([Voted as a change to be able to have electronic vote May 2016](#)).

1. Two Days after the Nomination Deadline has passed, the Election & Nomination Committee Chairman will:
 - a) Create an online ballot for the positions.
 - b) IMPORTANT: CREATOR OF BALLOT MUST MAKE SURE BALLOTS ARE "WEIGHTED" APPROPRIATELY: EACH FAMILY GETS ONE VOTE PER SWIMMER.
2. Email all Members the:
 - a) Positions up for Election,

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- b) The Candidate(s) names, [pictures](#) and completed "Board Position Interest Forms"; and
 - c) The Instructions for doing an online election: that an email will be sent to them from the online election website instructing them how to vote.
- 3. The online election will be open for 48 hours (12:00 PM to 12:00 PM) prior to the election date.
 - a) For example, if the election date is set for Thursday, June 4, the election will open at 12:00 PM (noon) on Monday, June 1 and close at 12:00 PM (noon) on Wednesday, June 3.
 - b) Only votes cast using this online election will be counted.
 - c) Note: Define verification of online voting/tallying process.
- 4. The results will then be emailed to the President and Communications Chair of the Board so they may notify the Membership (usually at the annual meeting).

C. If election is with a paper ballot:

- 1. Two days after the Nomination Deadline has passed, the Election & Nominations Committee Chair will:
 - a) create a ballot for the positions; The Election & Nominations Committee Chair is also responsible for making enough copies for the election.
 - b) Email all Members the:
 - (1) Positions up for Election,
 - (2) The Candidate(s) names, ~~pictures~~ and completed "Board Position Interest Forms"; and
 - (3) The following information explaining the election:
 - (a) It will be held at the Annual meeting,
 - (b) that the Member must be at attendance at the annual meeting to vote (No Proxy voting pursuant to Article 4.5), and
 - (c) that the Member's vote must be cast during the time allotted by the President during the Annual Meeting (see below).
- 2. Election Process at Annual Meeting:
 - a) The following items should be on the dinner tables:
 - (1) 8 pens
 - (2) Two copies of the completed "Board Position Interest Forms" and [Pictures](#) of each candidate standing for a position.
 - b) Separate Table set up in meeting area for Election ("Election Table"). This table is manned by two members of the Election & Nominations Committee, and the table shall have the following:
 - (1) An accurate list of those that meet the definition of "Voting Member"
 - (2) IMPORTANT: THIS LIST MUST ALSO STATE HOW MANY SWIMMERS EACH "VOTING MEMBER" HAS IN HIS/HER FAMILY SO THIS FAMILY IS GIVEN THE APPROPRIATE NUMBER OF VOTES (1 PER ACTIVE SWIMMER).

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(3) The ballots.

3. Upon entering the Annual Meeting, one parent/guardian of a swimmer must be directed to the Election Table to do the following:
 - a) Introduce themselves to the committee members at the Table,
 - b) Receive as many ballots as they have votes,
 - c) Write down the number of ballots they are casting beside their name on the list, and
 - d) Initial beside their name and number of votes on the list.
 - e) EXAMPLE: The Jones family has three swimmers. Mr. and Mrs. Jones arrive at the Annual Meeting where they are instructed at the greeting table that one of them must go to the Election Table to receive ballots. Mr. Jones goes to the table where he introduces himself to the Nomination Committee member manning the table. The committee member then checks the list of voting members, sees that he is on the list AND that he is entitled to 3 votes. The committee member then hands Mr. Jones 3 ballots, and Mr. Jones writes a "3" beside his name and initials beside his name. He then goes back to his table and waits for the Annual Meeting to begin and the election to "open" before he casts his votes.
 - f) If a parent/guardian comes to the Annual Meeting but is not on the list of "Voting Members", he/she will be directed to the Team Manager.
4. The Voting Member will then take his/her ballot(s) to their table to await the President to "open" the voting after Annual Meeting begins.
5. After opening the Annual Meeting, the President shall make the first order of business the election. The President will notify the assembled membership that the election is ready to begin, and that it will take 5 minutes (ex. Voting begins now). Any members that have not received a ballot must come to the table and acquire a ballot as directed in 3 above.
6. At the end of 5 minutes, the election will be closed. The Members will then hold their ballots up and members of the Election & Nomination Committee will collect them for counting. No ballots will be accepted once the 5 minutes given for the election has ended.
 - a) EXAMPLE: Two families arrive late to the annual meeting. The Smith family arrives just as the 5 minutes for the election has begun (i.e. the election is still "open"). Mrs. Smith goes to the Election Table, gets her ballot, and votes before the 5 minutes has past. Her vote counts. The Matthews family, however, arrives just after the five minutes have ended and the election is declared closed. Mr. Matthews goes to the Election Table, but he cannot vote because he did not get his ballot while the election was "open."
7. The Election & Nominations Committee will then tally the votes by counting them twice. The counting should take place during the Annual Meeting. The results will then be written on a piece of paper and given to the President to announce during the Annual Meeting.

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8. The ballots should be placed in a sealed envelope and given to the Communications Chair after the Annual Meeting. These will be kept for at least two weeks following the election.