

**Mutual Aid Box Alarm System – Illinois
Policy – Practices – Guidelines Manual**

Index #A-02-04

Adopted – 10-24-07

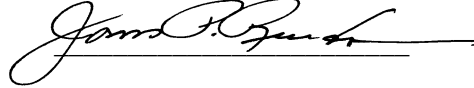
Revised:

Page 1 of 3

Subject: MABAS-Illinois Board Member Nominations, Qualifications, and Election Process Rules

Functional Area: Governance and Administration – Elections and By-Laws Committee
Category: Policy

Approved By:



Purpose:

Establishes responsibilities, qualifications, processes and requirements to nominate candidates and elect individuals to the MABAS-Illinois Executive Board positions of President, 1st Vice President, 2nd Vice President and Treasurer/Comptroller.

Responsibility:

It is the responsibility of candidates seeking election to the MABAS-Illinois Executive Board to meet and comply with this policy. It is the responsibility of the Elections and By-Laws Committee to manage, administer, make recommendations and interpret matters regarding this policy. The members of the Elections and By-Laws Committee are given the authority to enforce the word and spirit of this policy by the full MABAS-Illinois Executive Board. Should an unexpected vacancy occur regarding a Board elected position; the President may appoint a candidate to a Board position and then schedule a special election within 120 calendar days or as soon thereafter as practical.

Accountability:

Position candidates shall comply with the word and spirit of this policy. Failure to do so allows the Elections and By-Laws Committee to disqualify the candidate and strike their name from appearing on an election ballot.

Reporting Requirement:

The Election and By-Laws Committee Co-Chairs will report their findings from an election process to the full MABAS-Illinois Executive Board (MABAS divisions in attendance at a quarterly meeting). Disqualified candidates may appeal a committee's finding to the full MABAS-Illinois Executive Board for reinstatement on a ballot (MABAS divisions in attendance at a quarterly meeting).

Elections and By-Laws Committee's Duties:

To manage the nominations and election process for MABAS-Illinois election processes, and validate position nominees assuring they meet the minimum qualifying requirements as defined by the by-laws, this policy and other process rules established by the committee, or by MABAS policy.

The committee's tasks and role does not include the establishment of a slate nor any form of endorsement of a candidate for elected office.

Elected Position Requirements:

In accordance the by-laws require, or by election policies the following must be submitted by any individual who wants to run as a candidate for any elected position. The following by-law requirements and additional committee requirement items must be included in the candidates packet in order to meet the requirements for their name to be placed on the ballot:

1. Letter of Interest, which includes qualifications, capabilities and policy positions they may have – resume optional.
2. Letter of Endorsement (1) from their assigned primary (where the nominee's department pays their dues) MABAS division.
3. Letter of Support and Approval from the individual's direct supervisor(s), or District Board President, allowing them to seek office and provide the time and effort required to be elected as an officer on the MABAS Executive Board.
4. Submission packets must be complete and compliant, or they will be rejected by the

**Mutual Aid Box Alarm System – Illinois
Policy – Practices – Guidelines Manual**

Index #A-02-04

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Revised:

Page 2 of 3

Elections and By-Laws Committee as non-qualifying candidates. Incomplete candidate packages will disqualify a candidate from having their names appear on a ballot. The Elections and By-Laws Committee shall not and will not prompt candidates who submit non-qualifying, non-compliant and incomplete packets submitted by candidates. Announcement of non-qualifying candidates will be made after the initial submittal deadline. Disqualified candidates will not proceed in the process other than a final opportunity at the MABAS-Illinois Executive Board Meeting when the actual election will be held and last minute nominations from the floor may occur. Should floor nominations be made, candidates must have in-hand all electd position requirements as stated previously in this policy.

Election Process and Rules of Order for the Election:

The Elections and By-Laws Committee reviewed the by-laws and as a result establishes the following process guideline/Rules of Order for the election process:

- Nominations process announcement will occur on, or about, 90-120 days before the scheduled annual elections at the first meeting following a new calendar year.
- Candidate packets need to be submitted to the Nominations Committee Co-Chair at a date certain prior to the election date.
- The Elections and By-Laws Committee will provide a briefing and process report at the MABAS-Illinois Executive Board Meeting prior to the first meeting of each calendar year.
- Qualifying candidate packets received by the Elections and By-Laws Committee prior to the annual election will be made available for all MABAS divisions eligible to vote (dues have been fully paid). Eligible MABAS divisions will have time to review candidate packets prior to the election meeting beginning a calendar year, and select candidates to support.
- All candidate application packets shall be submitted electronically (no U.S. Mail hard copies will be accepted) to the MABAS office as directed by the Elections and By-Laws Committee. All candidate packages will be held in a confidential manner until they have been reviewed for compliance by the Elections and By-Laws Committee. Release of the packets will occur following the Elections and By-Laws Committee review. Release of all candidate packets will be simultaneous following the review for compliance.
- Questions regarding application/nomination process or rules regarding the election qualification process shall be submitted in writing, electronically to both Co-Chairs of the Elections and By-Laws Committee.
- Elections will be held during the first quarterly MABAS-Illinois Executive Board Meeting beginning a new calendar year. The process for the election rules of order are as follows:
 - Divisions get one vote each for each of the elected positions on the ballot.
 - Only attending MABAS divisions in good standing may vote – proxy votes for non-attending divisions are disallowed.
 - The Elections and By-Laws Committee and current Executive Board will determine if a quorum is present to authorize the election in accordance with the by-laws.
 - The Elections and By-Laws Committee will call the process to order and open the nominations from the floor, as well as announce the candidates who have submitted qualifying packets. The Elections and By-Laws Committee will announce the opportunity for nominations from the floor three times. If no other nominations from the floor are received, the nominations will be motioned and seconded to be closed, and the ballot of candidates will remain unchanged in accordance with those who submitted qualifying packets by the submission deadline. In the event a nomination from the floor is made, the candidate being nominated must have in-hand a qualifying candidate packet which includes; Letter of Intent, Division Letter of Endorsement, and Letter of Authorization and

**Mutual Aid Box Alarm System – Illinois
Policy – Practices – Guidelines Manual**

Index #A-02-04

Adopted – 10-24-07

Revised:

Page 3 of 3

Support from their supervisor. The Elections and By-Laws Committee will review the packet and validate compliance or not validate compliance disallowing the nomination from the floor. Names of qualified candidates nominated from the floor shall be added to the ballot.

- The election will be done on paper ballot listing all the qualifying candidates and the position they are competing for.
- The ballots will be distributed with instructions to vote for one candidate for each of the positions up for election. Division representatives will sign for the ballot on a roster separate from the ballots. The ballots shall be secret. Ballots which do not comply with the requirement will be disregarded and not counted as determined by the committee.
- An individual for a position will be declared a winner if they receive the most votes cast for the position.
- If there is a tie between two or more candidates for a position, a run-off election will be immediately conducted.
- The Elections and By-Laws Committee Co-Chairs shall attest to the vote counts and determine Rules of Order should questions so require. The Elections and By-Laws Committee Co-Chairs may receive advice, if needed, from MABAS council regarding election process and proceedings.
- Should a run-off occur, the Elections and By-Laws Committee Co-Chairs may allow each of the two, or more, top vote run-off candidates to speak to the voting MABAS divisions as a group prior to the run-off election. Candidate presentations should last no more than ten minutes each, which includes speaking and audience question and answer. Attendance at the election meeting by candidate is optional and voluntary.

Endorsements and Campaigning:

The Elections and By-Laws Committee discussed the topic and concluded the following as reasonable Rules of Order for the process:

- Members of the current Elected Board and Elections and By-Laws Committee shall not provide Letters of Endorsement to candidate for an election.
- Candidates are disallowed from seeking Letters of Endorsement from individuals for the purpose of circulating them to MABAS divisions.
- Position candidates who solicit Letters of Endorsement from individuals or attempt to solicit endorsements of any kind beyond the qualification requirements of this process shall be disqualified from the process and the election ballot by the Elections and By-Laws Committee. No variance will be considered regarding the matter.
- Candidates for the election are strongly encouraged to invest a lot of time, thought and energy in the packet's Letter of Intent. Candidates are encouraged to use the Letter of Intent as their sole mechanism to express to voting MABAS divisions their desires, motivations and qualifications to run for a specific MABAS elected position.
- The candidate packets will be distributed freely and posted on the MABAS website after a submission deadline. All MABAS divisions will be encouraged to review and use candidate package information as their source for determining who they will vote for.
- Elected candidates will take office immediately following validation of the vote by the Elections and By-Laws Committee.