



# FILIPINO-AMERICAN ASSOCIATION OF GREATER CHATTANOOGA

## ELECTION OF OFFICER'S RULES, POLICIES & PROCEDURES

### **1. Introduction**

The Filipino-American Association of Greater Chattanooga has adopted the following rules, policies, and procedures for conducting the Association's election of officers and voting processes.

It is the Association's intent to ensure that well-organized and clear and balanced guidelines are provided to all Members qualified to run for office or to vote for their candidate of choice. The following rules, procedures and policies apply to all matters of the Association that are regulated or otherwise controlled by a Membership voting requirement or ratification.

These guidelines do not contain all the information that may apply to your rights and responsibilities in the matters that require you to vote. The Association Constitution and By-Laws contain additional provisions and should also be reviewed you, along with the voting policies and procedures, in order to guarantee a complete and thorough understanding of these matters.

### **2. General Information**

- 2.1 In accordance with the Association's Constitution and By-Laws, any Member who meets the qualifications are eligible to run for the Board of Director's position. Any Member of the Board of Director is eligible to run for a 2-year term of service as President of the Association. Any member of the Association who meets the requirement and qualification to run for Vice President, Secretary, Treasurer, and Public Relations Officer positions shall be eligible to run for a 2-year term of service. The non-winning candidate will serve as assistant to the winning candidate except for the Vice President. Two (2) Auditors shall be nominated by the elected President and will be approved by the Board of Directors and shall serve for a 2-year term.
- 2.2 No Association funds shall be spent for the purposes of campaigning in connection with any vote or election.

### **3. Candidate Qualifications**

- 3.1 Board of Director candidates shall be registered Members of the Association and shall meet any other qualifications set forth in the Constitution and By-Laws of the Association.
- 3.2 Board of Director candidates must be Members in good standing at all times during their candidacy for the Board. Good Standing means that the Member's rights have not been suspended or as permitted by the Association's Governing Documents.

### **4. Date of Election**

- 4.1 The timeline set forth therein assume that the Association has sufficient time after these Rules take effect to reasonably comply therewith. If not, or for other good reason, the Board shall have the power to adjust the timeframe, as it deems reasonably necessary.
- 4.2 For a two (2) year term, the date of election shall be held in the month of October of every even year, at the time and place as designated by the Board. After 9:00 p.m. of the same date as designated by the Board, the Election Canvassers shall inspect and count the casted votes for each candidate.

### **5. Nominating Committee**

- 5.1 The Board of Directors shall have the right, but not the obligation, to appoint a Nominating Committee for the purpose of establishing the candidate roster for any Director election. In lieu of appointing a Nominating Committee, the Board of Directors shall fulfill this function and thereafter, all references to the Nomination Committee shall mean the Board of Directors.
- 5.2 The Nominating Committee (if other than the Board) shall be appointed per the requirements of the Constitution and By-Laws, and if the Constitution and By-Laws are silent on the issue the Committee shall consist of a Chairman, who shall be a member of the Board of Directors and not being a candidate, and two (2) or more Members who are not directors and/or candidates.
- 5.3 As of the date of appointment, the Nominating Committee members (if other than the Board) shall be Members of the Association and be members in good standing.
- 5.4 Nominations for candidates must be received 30 days prior to election. Any qualified member of the Association may nominate himself or herself for election to the Board of Directors.
- 5.5 The Nominating Committee shall be responsible to review the qualification and consider Candidate's application. Review shall entail verification of good standing status of all candidates, as of the date of review.

- 5.6 The Nominating Committee shall, upon finalization of the candidate roster, provide the names in nomination to the Board of Directors.

## **6. Campaign Protocols**

- 6.1 During the campaign period, all candidates shall have equal access to the Association's medial, including but not limited to FAAGC Facebook account, FAAGC Website and newsletter, but only for purposes that are reasonably related to the election. The Board shall solely determine the issue of equal access.
- 6.2 With regards to candidate or Member campaign letters or paraphernalia intended for distribution to the Members, it shall include a statement specifying that the candidate or Member, and not the Association, is responsible for the content of the communication.
- 6.3 No submission for distribution or for posting of campaign letters or paraphernalia to the Association's media shall be edited for content. Modifications to formatting may be made so as to allow for space and/or media restrictions. If any formatting modifications should become necessary they shall be applied equally to all submissions and at no time shall any formatting be applied that may signify a preference or partiality.
- 6.5 Any expense that may be required for the distribution of submitted materials shall be borne solely by the submitting party. These expenses may include, but are not limited to, administrative services, reproduction costs, postage, and supplies. Any cost shall be approved and paid by the submitting Member prior to distribution.
- 6.6 The Association shall provide at no cost, access to any Association on owned common area meeting space, if any, to any Member or candidate advocating a point of view of opinion during the campaign period. The use of the common area meeting space must be for purposes reasonably related to the election. Any such use of the common area facilities shall be regulated by any existing rules or regulations for such use.
- 6.7 All requests for access to the common area facilities for campaigning purposes must be submitted in writing, shall be made in advance, and are subject to first come priority scheduling. The Board, in its sole discretion, may reasonably limit a candidate's or Members access to common area facilities in order to facilitate equal access for other candidates and Members.
- 6.8 On the specified date of election, campaigning will not be allowed inside the polling place. Campaigning for any candidate on this date shall be limited to 100 feet away from the polling place. Violation of

this rule shall be grounds for disqualifying the candidate being campaigned for and suspension of the member for voting.

## **7. Election Officials**

### **7.1 Selection of Election Officials**

(a) Election Officials shall be composed of the Chairman, Registration Officers and Election Canvassers. The Board of Directors shall appoint the Election Officials. The Board have the power to remove any Election Committee Member, who ceases to meet the required qualifications, is unable or unwilling to perform his duties, or for other good reason, and to appoint a new Canvasser in his place.

(b) Election Officials may be Members of the Association, but may not be a candidate for the Board of Directors or related to a candidate for the Board.

### **7.2 Number of Registration Officers and Election Canvassers.**

The Registration Officers shall be composed of two (2) appointed qualified members and the Election Canvassers shall be composed of three (3) appointed qualified members. The decision or act of a majority of the Election Canvasser shall be effective in all respects as the final decision or act of all.

### **7.3 Duties of Election Officials**

The Election Officials shall perform the following tasks:

(a) Determine the number of Members qualified to vote and if proper quorum has been achieved.

(b) Prepare, distribute and receive ballots in the designated polling place.

(c) Hear and address all questions, issues and concerns in any way arising out of or in connection with the right to vote.

(d) Determine open and closure time of the poll.

(e) Count and tabulate all ballots.

(f) Determine the election results.

(g) Appoint and oversee additional persons to verify signatures and to count and tabulate votes as additional inspector or inspectors are deem appropriate, provided that the persons are independent and third parties.

(h) Perform any other acts that are necessary and proper to conduct the election with fairness to all members in accordance with Association rules.

### **7.4 Performance of Duties**

The Election Officials shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as quickly as possible.

## **8. Right to Vote**

### **8.1 Members Who Are Qualified To Vote**

Any member of the Association in good standing shall be eighteen (18) years or older has the right to vote. Article VI – Suffrage of the Association Constitution, Section 1.2 Right to Vote states: “No member shall be eligible to vote unless he has been a member during the thirty (30) days immediately preceding an election.

### **8.2 Suspension of Member’s Right to Vote**

The Board of Directors, with the recommendation of the Judiciary has the right to suspend the rights of any member, after a notice and hearing as provided below:

- (a) For non-payment of Association Due Assessment that are delinquent. The suspension of the voting rights of any Member for non-payment of regular or special assessments shall remain in full force and effect until such time as any and all regular and special assessment obligations have been complied with.
- (b) The Board may suspend the rights of any Member for a period not to exceed thirty (30) days or such longer period as the Association Constitution and By-Laws permit for any infraction of the Association’s published governing documents after reasonable written notice and an opportunity to be heard at a hearing before the Judiciary.
- (c) Member not in good standing pursuant to the requirements of the Association Constitution and By-Laws.

**9. Proxies** – No proxy or Absentee Voting will be accepted. All qualified members shall be present at the designated polling place, date and time.

## **10. Ballots**

### **10.1 Format and Scope**

All membership voting shall be conducted by secret ballot. The Official Ballot shall contain the names of all nominated candidates who have accepted and confirmed their candidacy. Ballot shall not contain any identification indicators related to the voter including names, addresses, and other information. Voters must not sign the filled out ballots.

### **10.2 Submission**

Completed ballots shall be placed in a sealed ballot box under the supervision of the Election Officials. In no case shall any ballot be opened, viewed, or otherwise reviewed prior to the date and time established to tabulate said ballots. Once the

ballot has been received by the Election Officials, it may not be revoked or otherwise recalled.

10.3 Tabulation of Casted Votes

The Election Canvassers shall inspect the validity of casted votes per candidate on the set date and time of the election. The counting and tabulation of votes shall be openly conducted for public viewing. The Election Officials may appoint additional persons to assist in the counting and tabulation of votes, provided that such additional persons meet the same minimum qualifications as that of the Election Officials. Any candidate or member may witness the counting and tabulation of votes from a reasonable distance and must not interrupt or cause a disruption of the process in any manner whatsoever. Members observing the process must stand at least five (5) feet back from the area of counting and tabulation and not communicate or otherwise interfere with the Election Canvassers in any manner whatsoever. Anyone violating these requirements shall be asked to leave the polling place.

10.4 Ballot Retention

After the election, the ballots shall remain in the custody of the Election Committee until the time allowed for challenging the election has expired and at which time custody shall be transferred to the Association. The Association shall retain the ballots for a period of one (1) year from the date of the election. At the expiration of the retention period all ballots will be destroyed.

10.5 Challenge and Request to Recount Vote

In the event of a properly noticed challenge, the ballots shall be made available for review and inspection by the challenging Member(s) and/or his/her appointed representative. The request for a recount shall be submitted to the Election Officials as soon as the first counting and tabulation has been completed. Recount may be conducted on the same day of the election, if time permits. However, if the recounting process will take long hours, the Election Officials shall schedule the recount at a reasonable date and time. Recounting of votes shall be in the presence of the challenging Member(s) and/or his appointed representative.

## **11. Election Quorum**

- 11.1 A quorum of 15% qualified voters shall be required. Each ballot received by the Election Officials shall be treated as a member present at a meeting for purposes of establishing a quorum.
- 11.2 Once a quorum has been confirmed, the Election Canvassers shall proceed tallying the casted votes for each candidate.

**12. Election Results**

- 12.1 The results of the election shall be promptly reported to the Board of Directors of the Association.
- 12.2 The results shall be recorded in the minutes of the next meeting of the Board of Directors.
- 12.3 Within fifteen (15) days of the election, the Board's shall publicize the results of the election in a written notice to the members.