

## Standing Rules

1/27/16

### REFERENCE TO BYLAWS ARTICLE XI: ELECTIONS

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#### STANDING RULES

1. The Nominating Committee shall meet as soon as possible following appointment (See Bylaws Article XI, Section II)
2. A motion and second to that motion shall be made to open NUMPA Officer Nominations at the March membership meeting.
3. All nominations must be made in writing. Official nomination forms will be made available at the March membership meeting as well as electronically following the March membership meeting.
4. A motion and second to that motion shall be made to close NUMPA Officer Nominations at the April membership meeting.
5. Final written nominations will be accepted at the April NUMPA membership meeting.
6. All nominees must sign an acceptance/declination document prior to the closing of nominations at the April NUMPA membership meeting.
7. A current membership list of paid NUMPA members as of April of the election year must be obtained and used for verification of voting.
8. The election procedure shall adhere to the following procedures:
  - a. The ballot shall be a printed ballot including the name(s) of all individuals running for each position (see example in binder)
  - b. Elections will take place during the Nomination and Elections report of the regular business meeting in May.
  - c. Only paid NMUPA members shall vote in the election (Bylaw Art II, sect 2 , defines member)
  - d. In order to receive a ballot at the May meeting, each member must initial next to their name on the April NUMPA membership list.
  - e. Each member shall only receive one ballot.
  - f. In order for the ballot to be counted, it must be correctly completed (one person selected for each officer position)
  - g. Ballots must be turned in to nominations and elections committee when requested.
  - h. Ballots shall only be counted and tallied by members of the nominations and elections committee (unless a person is running for an officer position).
  - i. The candidate with the most number of votes for each position shall be declared the winner.
  - j. In the event of a tie between candidates a run-off election will immediately take place by written, secret ballot.
  - k. New officers shall be announced at the conclusion of the meeting on the same evening as the election.
9. Voting results shall not be discussed or shared unless a candidate requests, in writing to the Committee Chair, to view the results.
10. Ballots and tally sheets shall be kept on file for one year, until the new officer election takes place.  
election