

THE ELECTION COMMITTEE  
SAINTS FRISKIES ALUMNI ASSOCIATION-USA  
NATIONAL ELECTION

Nominations and Election Rules and Regulations

July 14, 2023

**Table of Contents**

	<b>Page</b>
I. PREAMBLE .....	1
II. OFFICES AND POSITIONS TO BE FILLED BY ELECTION .....	1
III. NOTICE OF NOMINATIONS AND ELECTION RULES AND REGULATION .....	1
IV. NOMINATIONS AND ELECTION SCHEDULE .....	1
V. ELIGIBILITY FOR NATIONAL OR BOARD OFFICE.....	1
VI. ELECTIONEERING/CAMPAIGN.....	2
VII. NOMINATION PROCESS .....	3
VIII. ELIGIBILITY TO VOTE.....	5
IX. VOTING PROCESS .....	5
X. ELECTION PROTESTS.....	6
XI. CERTIFICATION OF ELECTION RESULTS .....	7
XII. SUPPLEMENTAL RULES GOVERNING THE FAIRNESS AND CONDUCT OF THE ELECTION .....	7
XIII. ADDENDUM.....	7

**I. PREAMBLE**

In accordance with provisions set forth in Article 9 and Article 7 of the Constitution and By-Laws of Saints Friskies Alumni Association-USA, the Election Committee has defined and adopted the rules, processes and procedures set forth in this document, to govern the election process and assure a fair and impartial procedure that will protect the rights of all members of the Association.

For the purpose set forth herein, Saints Friskies Alumni Association-USA will be referred to as the "Association".

The purpose of the Nominations and Elections Rules and Regulations is to provide guidelines for conducting elections of national officers and ensure an orderly, transparent and accountable process. The guidelines will also ensure that nominees are qualified per a verification process, and that nominees are willing and able to hold national offices in the Association.

**II. OFFICES AND POSITIONS TO BE FILLED BY ELECTION**

The offices and/or positions to be filled by election are:

1. Chair of the Board/National President
2. Vice Chair of the Board/ National Vice President
3. National Corresponding/ Secretary
4. National Treasurer
5. Parliamentarian
6. Three (3) At-Large Members of the Board

**III. NOTICE OF NOMINATIONS AND ELECTION RULES AND REGULATION**

The Election Committee shall post the notice of the nomination and election rules and regulations no later the October 1st of the year prior to elections. The notice will be posted on the Association's website and social media platform, and members will be informed where to find the notice via a ShoutOut sent to all members on the Association's Distribution List.

**IV. NOMINATIONS AND ELECTION SCHEDULE**

Per Article 9 of the Association's constitution, nominations and elections will occur at the business meeting of the convention during the year of elections. **Please see ADDENDUM for modification of Rule IV.**

**V. ELIGIBILITY FOR NATIONAL OR BOARD OFFICE**

An active member in good standing shall be eligible to be nominated for and hold the position of Association Officer or Board Officer/Member if:

1. The member has been an active member in good standing for a period of at least 3 months if seeking nomination as a Board Officer/Member, or at least 6 months if seeking nomination as officer of the Executive Committee.

*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

2. The active member has maintained good standing during the period immediately preceding the nomination.
3. The term "good standing," as used in subparagraphs (1) and (2) above, shall mean that the member, during the three (3) continuous months (for Board nominee) or six (6) continuous months (for Executive nominee) immediately prior to the nomination, has maintained his/her active membership status throughout that time period, has not been suspended or expelled and has not resigned his/her membership during that period and the member has, continuously and in, a timely manner, paid any and all dues and/or other financial obligations owing to the Association during the time period. All nominees will be given an opportunity to meet their financial obligation up to the day of election.
4. Any Executive officer or Board member, past or present, who has received a vote of "No Confidence" or impeached by the Board of Directors is not eligible to be nominated or run for office and will be permanently barred from holding national or regional (chapter) office.
5. Active members in good standing, who have questions concerning whether they may satisfy the eligibility requirements for seeking Association office and/or Executive Board positions may request an advance determination by the Election Committee by forwarding a written request to the Chairman of the Election Committee at the following email address: [sfaa@stcsphs.org](mailto:sfaa@stcsphs.org). This request must be submitted no later than four (4) months prior to the date of the election.
6. The Election Committee will issue a response no later than thirty (30) days after receiving notice of questions and concerns.
7. The Election Commission, in conjunction with the Treasurer, will evaluate all financial records to ensure that nominees are current on their dues. All candidates will be given an opportunity to pay their dues in full prior to elections. After this evaluation, the election commission will either clear or disqualify the candidate seeking to participate in the election.
8. All eligible members seeking to run for office must inform the Election Commission of their intent prior to the election.

## **VI. ELECTIONEERING/CAMPAIGN**

Candidates for office shall be free to speak to or communicate with active members of the Association in order to promote their candidacy. While it is recognized that, in election campaigns, candidates may sometimes be critical of their opponents, the distribution of slanderous or defamatory material is considered improper and therefore prohibited. Anyone caught engaging in this type of campaign will, after an investigation by the Election Committee, be disqualified from running for office.

The Association will not provide any candidate or any member with a list of the names, addresses, telephone numbers, e-mail addresses or other identifiers relating to the membership in general. This rule is established to ensure the privacy of our members and to assure, to the extent possible, that all candidates that may seek to distribute written material are treated equally.

*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

**VII. NOMINATION PROCESS**

At the business meeting of the convention during which elections will be conducted, the Executive Committee will set aside time on the agenda for formal nomination of candidates seeking Executive and/or Board offices. **Please see ADDENDUM for modification to Rule VII.**

Nominations shall be open nominations and come from the floor, subject to the following rules:

1. Members wanting to make a nomination will do so by raising their hand
2. Recognition by the Chair is required to make a nomination
3. Nominations do not have to be seconded, but may be
4. A member may not offer more than one nomination for a position, unless nominee declines
5. A nominee may rise and decline a nomination
6. A member may nominate himself or herself

Prior to the nomination process, the President of the Association shall yield the Chair to the Chairman of the Election Committee who shall thereupon preside over the nomination process. To ensure an orderly process for the nominations for Executive office and/or Board positions, the following rules shall apply:

7. The Chairman may, at his or her discretion, make an opening statement that will describe the process for the nomination of candidates.
8. Following the opening statement, the nomination process shall commence by having the Chairman call for the nominations of candidates for each office, separately, in the following order:
  - A. Chair of the Board/National President
  - B. Vice Chair of the Board/ National Vice President
  - C. National Corresponding/ Secretary
  - D. National Treasurer
  - E. Parliamentarian
  - F. Three (3) At-Large Members of the Board
9. Members who seek to offer a nomination of a qualified member for the office of President shall be recognized in the order determined at the discretion of the Chairman. When recognized by the Chairman, a member seeking to make a nomination for the office of President shall rise and state:

*"I hereby nominate <state name of candidate> as a candidate for the office of Chair of the Board/National President or words of similar effect."*
10. No campaign speeches or lengthy statements shall be permitted during the nomination process. The Chairman shall be empowered to cut off or refuse to recognize any individual that seeks to engage in lengthy statements or who otherwise interferes with

*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

or abuses the rules. The purpose of this limitation is to assure an orderly, nonpolitical, nominating process that will enable the Committee and the Association to hear and receive all nominations in an expeditious manner.

11. When it appears that there are no other nominations for the office of President, the Chairman shall state three (3) times:

*"Are there any other nominations for the office of President?"*

Upon hearing no other nominations, the Chairman shall declare that nominations for the office of that position closed.

12. After the nominations for the office of President are closed, the Chairman shall follow the same procedure for each respective office of the Association in the following order: The Chairman shall next call for nominations for the office of Vice Chair of the Board/ National Vice President; when such nominations are closed, the Chairman shall call for nominations for the offices of National Corresponding/ Secretary; when the nominations for the offices of Vice Presidents are closed, the Chairman shall call for nominations for the office of National Treasurer; when the nominations for the offices of National Treasurer is closed, the Chairman shall call for nominations for the office of Parliamentarian; when the nominations for the office of Parliamentarian is closed, the Chairman shall close the nominations for offices of the National Executive Committee. In each instance, the rules and limitations set forth above concerning the process for nomination for the office of President shall apply.
13. After the nominations for the Executive and Board officers have been closed, the Chairman shall call for nominations for the three (3) at-large Members of the Board positions. The nomination process shall follow the same rules as set forth above concerning the office of the Chair of the Board/National President, including limitations on political speeches, statements and the like.
14. A nomination need only be made by one member. No second for a nomination shall be required.
15. A member who is qualified to hold office or an Executive Board position may not be nominated for, or accept nomination for, more than one (1) such office or position.
16. After a candidate has been nominated from the floor, the Chairman shall ask whether the candidate is present. If the candidate is present, the Chairman shall ask whether the candidate accepts the nomination.
17. A failure by the candidate to accept the nomination shall result in having the nomination stricken and be considered as null and void.
18. A candidate who is nominated must accept the nomination or he/she shall not be eligible to be on the ballot.
19. If a candidate is not present when he/she has been nominated, the nomination shall be stricken and considered as null and void.
20. After the nomination process has been completed for Executive offices and Board positions, the Chairman shall ask whether any group of candidates for Executive offices

*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

seeks to run as a "slate." In order to qualify as a "slate," the slate must include individuals who are running for each contested Executive officer position and at least three (3) at-large Board positions. Partial slates shall not be recognized or eligible to be designated as a "slate" on the ballot.

21. If a member, who has otherwise been nominated for office, rises to address the Chair to announce that he/she will run as part of a "full slate," he/she shall inform the Chairman and the Committee of the identities and respective offices of the nominees who shall comprise the slate.
22. When a group of candidates comprising a full slate, consisting of nominees for all contested Association offices and At-Large Executive Board positions has been so designated, the Election Chair shall verbally declare the identity of the particular "full slate" in a manner that is clear so that members, should they so desire, can vote for the entire slate or otherwise, at their discretion, vote for individual members of the slate.
23. After the nomination process is closed, voting will begin immediately.

#### **VIII. ELIGIBILITY TO VOTE**

A member in good standing shall be eligible to vote for candidates nominated for elections, provided the following:

1. The member is current on all membership dues.
2. The member is present at the meeting where election is being held. **Please see ADDENDUM for modification of Rule VIII #2**

For all members who are not current on their dues, they will be given an opportunity to pay outstanding dues before the start of the nomination and election process.

For the purposes of this exercise, members are defined as graduate and former students of St. Teresa's Convent and St. Patrick's High School.

#### **IX. VOTING PROCESS**

The election of Executive and Board Officers/Members shall be conducted by show of hands. This means that the vote will be tallied by counting the numbers of raised hands of people in the meeting room, either in favor of or against a candidate. Each member present will be entitled to a single vote per office or slate. **Please see ADDENDUM for modification to Rule IX.**

To ensure transparency and fairness in the process, the following rules will apply:

1. The Chair will formally announce beginning of voting.
2. The Chair will begin by announcing the name of the nominee for an office, and request votes for or against that nominee by show of hands.
3. The Chair will count the number of hands raised to determine number of votes cast.
4. The Chair will announce the total number of votes cast per office or slate and the recording secretary will document number of votes.
5. Each member present is entitled to a single vote per office or slate.

*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

6. There will be no absentee ballots.

When a group of candidates comprising a full slate, consisting of nominees for all contested Association offices and At-Large Executive Board positions have been so designated, the Election Chair shall verbally declare the identity of the particular "full slate" in a manner that is clear so that members, should they so desire, can vote for the entire slate or otherwise, at their discretion, vote for individual members of the slate.

In the event of a tie for any of the positions available, a runoff election shall occur immediately. In a runoff election, the candidates for the unfilled office or Executive Board position who tied shall be the only candidates eligible to run as a candidate in the runoff. The winner of the runoff election shall be the candidate receiving the most votes for the office.

During the runoff election, all rules under the Voting Process apply.

## **X. ELECTION PROTESTS**

If conduct occurs during the course of the election campaign or process that an active member in good standing believes affected the results of the election, he/she may file a verbal protest immediately after the election. Such protest, and the determination of such protests, shall be subject to the following rules:

1. A protest concerning the election must be stated verbally before the body with specific reasons and facts that support an allegation that the election process was not fair or that the results of an election should be overturned. The recording secretary will enter the verbal statement accurately into the record. The record will include specific facts such as dates, times and places, as well as the nature of the alleged misconduct should be set forth in the protest.
2. Upon hearing the statement of protest, the Election Committee will take the time necessary to review the protest as a part of the election process.
3. In considering an election protest, the Committee shall not recommend the overturning of an election result or order a rerun election unless it has concluded, with absolute certainty, that the alleged misconduct was so severe as to have clearly affected the outcome of the election.
4. Less severe instances of alleged misconduct that did not clearly affect the outcome or results of the election may be dealt with in other ways by the Committee, including reprimands to individuals who may have acted improperly, recommendations for stricter rules to govern such conduct in future elections, etc.
5. The Election Committee shall make final and binding dispositions relating to any and all protests relating to the election.
6. The Election Committee shall be the final arbitrator of all protests or disputes, and its decision cannot be overturned or appealed.



*"Dedicated volunteers providing educational assistance for children in post-war Liberia"*

**XI. CERTIFICATION OF ELECTION RESULTS**

If there are no pending protests or disputes, or all protests or disputes have been disposed, the election of all Executive and Board Officers/Members and Executive Board positions (except in instances where an election by acclamation has occurred) shall be the candidate who receives the most votes. The candidate receiving the most votes cast in the election for any of the positions available shall be deemed elected to that position.

Candidates shall be certified as duly elected by the Election Committee if:

1. The candidate was unopposed and elected by acclamation; or
2. The candidate receives the most votes cast for a particular Association office or Executive Board position.

**XII. SUPPLEMENTAL RULES GOVERNING THE FAIRNESS AND CONDUCT OF THE ELECTION**

The Election Committee shall be empowered to adopt such other rules, substantive or procedural, that may be necessary to assure the conduct of a fair and impartial election process. Following the certification of the election results, the Election Committee may also, in its discretion, issue a report and recommendation to the Executive Committee and Board of Directors concerning the procedures and processes in this election, with recommendations, where appropriate, for improvements in the Rules for future elections. Any post-election report shall be issued no later than ninety (90) days after the election.

# ADDENDUM

## **1. NOMINATIONS AND ELECTION SCHEDULE**

Per Article 9 of the Association's constitution stipulates that nominations and elections will occur at the business meeting of the convention during the year of elections.

Given the current state of technology which enables businesses to function in a distributed environment, **elections will occur both virtually and in-person.** The election committee will define and publish exactly how this modified process will be implemented.

## **2. NOMINATION PROCESS**

The constitution stipulates that at the business meeting of the convention during which elections will be conducted, the Executive Committee will set aside time on the agenda for formal nomination of candidates seeking Executive and/or Board offices.

Given the current state of technology which enables businesses to function in a distributed environment, **the nomination process will occur virtually during a period defined by the election committee.** The election committee will define and publish exactly how this modified process will be implemented.

## **3. ELIGIBILITY TO VOTE**

Rule VIII #2 stipulates that a member in good standing shall be eligible to vote for candidates nominated for elections, provided the member is present at the meeting where the election is being held.

Given the current state of technology which enables businesses to function in a distributed environment, **members eligible to vote do not have to be present at the business meeting in order to vote. They can vote virtually through the on-line voting process.** The election committee will define and publish exactly how this modified process will be implemented.

The changes defined in this ADDENDUM supersede all rules previously defined in this document and take immediate effect on this 14<sup>th</sup> day of July 2023.