Camp Elections
Flow Chart, Sample Ballot, and Information

Camp Elections Flowchart

January

February

March

During January of even numbered years:

- Captain appoints at least a three-member nominating and election committee. Committee appoints a chairman from within.*
- Parliamentarian is an advisor and not a member of this committee.
- Committee:
  a. Nominates individuals to be elected. Selection is from active camp Members whose dues are current.
  b. Contacts proposed nominees and invites them to accept the nomination.
  c. Prepares a report of nominees for presentation in the February camp meeting.
  d. Distributes the report to the camp captain prior to the February camp meeting.
  e. Prepares ballots.

During February of even numbered years:

- Chair presents report of nominees in the February camp meeting.
- Chair makes all aware of procedural points for March’s camp election meeting:
  a. All Members and Associates may attend the meeting.
  b. Only Members whose dues are current may vote.
  c. Nominations may be made from the floor (with proposed nominee’s permission).
  d. Absentee ballots may be used.

During March of even numbered years:

- Elections are held at the March biennial camp election meeting.
- Chair conducts the election:
  a. Presents nominees.
  b. Calls for nominations from the floor (with proposed nominee’s permission).
  c. If nominations are made from the floor, voting is by ballot.
  d. Nominated names are added to the ballot.
  e. Ballots are distributed, marked, then collected and tallied.
  f. Where no additional nominations are made, the office is filled by acclamation (by virtue of being the sole candidate; without opposition).
  g. Results are announced.
- Newly elected officers are installed by camp sponsor or representative appointed by company president by May 31.

*Nominating committee and election committee may be the same committee, as determined by camp captain. In this document they are combined and referred to as “Committee”.

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Camp Elections Ballot

Camp: ________________________________
Date: ________________________________

Procedure:
- Mark ballot with your selection for each office
- Submit ballot to the election committee chairman
- Results will be announced

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>□ ______________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>First Vice Captain</td>
<td>□ ___________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>Second Vice Captain</td>
<td>□ __________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>Secretary</td>
<td>□ ______________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>Treasurer</td>
<td>□ ______________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>Registrar</td>
<td>□ ______________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
<tr>
<td>Historian</td>
<td>□ ______________________________________</td>
</tr>
<tr>
<td></td>
<td>□ (nomination from floor) _______________</td>
</tr>
</tbody>
</table>
Camp Elections Instructions

These instructions are to help simplify and clarify election elements: offices and terms, timelines, participants, conducting an election, etc. The camp three-month election cycle is outlined in the Camp Elections Flowchart, page 1. Refer to Bylaws, Article V – Camps, Section 8: Elections. Refer to Robert’s Rules of Order Newly Revised.

**Election:**
Camp elections occur every two years (*during even numbered years*) at the biennial camp election meeting. The election cycle begins January 1 and ends March 31. A sample Camp Election Ballot is provided on page 2.

**Offices:**
Officers to be elected are captain, first vice captain, second vice captain, secretary, treasurer, registrar, and historian. In small camps, the secretary and treasurer positions may be combined. Other necessary officers shall be appointed by the captain with approval of the executive committee after the election. No installation is necessary for appointed officers.

**Participants:**
Registered Members whose current dues are paid may vote or hold office.

**Installation:**
The newly elected officers’ installation will be by May 31; date is determined by the camp captain. Installation occurs following every election cycle even if the same officers are reelected.

The installations are generally conducted by camp sponsors from the company board at the camp election meeting or a regularly held camp meeting. Installation script is found in the Bylaws, p. 37 – The Officer’s Pledge.

**Term:**
Officers assume office June 1; term of office will end two years thereafter on May 31. The officers may then be eligible for reelection, but not to exceed three consecutive terms (six years). Appointed camp positions have no term limits.

**Conducting the Elections - The Nominating/Election Chairman conducts the election.**

1. **Chairman leads with:**
   “For ________(office)__________ the Committee has nominated ________(person)__________.
   Are there further nominations for the office of ________(office)__________?”

   If no other nominee is presented, Chairman states: “I declare ________(person)__________ is nominated by acclamation to the office of ________(office)__________”.

2. **If a nomination is made from the floor, the nominee’s name is added to the ballot.**

3. **After the name is added to the ballot the Chairman asks:**
   “Are there further nominations for the office of ________(office)__________?” Chairman then states:
   “There being no further nominations, the nomination for ________(office)__________ is closed.”

4. **Chairman repeats #1 and #2 for each office.**

5. **For voting by ballot:** Ballots are distributed by the Committee, marked by the Members, then collected and tallied by the Committee. Results will be announced by the Chairman.