

Company Election Policy and Procedures



This policy and these procedures are to be used when conducting Company elections, replacing any other previous Company election policy or procedures.

Company Elections – Constitution and Bylaws

- A. Officers of the Organization who constitute the Company Executive Board shall be elected during odd-numbered years.
- B. Company Elections shall be conducted adhering to approved policy and under the direction of the Company Parliamentarian and the Company Executive Board.
- C. Members of the Company Nomination Committee and the Company Election Committee shall be appointed by the Company President with the approval of the Company Executive Board.
 1. The Company Nomination Committee and the Company Election Committee consist of three Members, with at least one and not more than two Members of the Company Executive Board.
 2. The Company Nomination Committee and the Company Election Committee may be the same.
 3. The Company Parliamentarian may not serve as a Member of the Company Nomination Committee or the Company Election Committee.
- D. Elected Company Officers shall serve for a term of two years and shall be eligible for reelection not to exceed three consecutive terms.
- E. Elected officers shall be installed by the Company Parliamentarian or an International Board Member.
- F. If in an election year an emergency prevails or a disaster occurs in nation, state, or county preventing a Company Election, all Officers shall remain in office until the next regular election year.

Article IV, Section 7: Company Elections, Page 11, Constitution and Bylaws

Note: In the case of elections, the quorum rule does not apply.

Definitions

Election: Company elections occur every two years (*during odd-numbered years*). The election cycle begins January 1 and ends March 31. The elections take place as part of the February and March Camp Meetings. A One-Camp Company holds elections during odd-numbered years since Camp Officers are also Company Officers.

Officers: Company Officers to be elected are President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Registrar, and Historian. In small Companies the positions of Secretary and Treasurer may be combined. Appointed Company Officers are selected by the Company President with the approval of the Company Executive Board after the election is completed. No installation is necessary for appointed officers.

Participants: Registered Members whose current dues are paid may vote, make nominations from the floor, or hold elected office.

Installation: The installation of newly elected Company Officers takes place by May 31; date is determined by the Company President. Installation occurs following every election cycle even if the same officers are re-elected. The installation generally takes place at a District Convention or other Company-sponsored event. If held at a District Convention, the installation may be conducted by the visiting ISDUP representative or the Company Parliamentarian. If held at any other Company-sponsored event, the installation is conducted by the Company Parliamentarian. Installation script is found in the *Constitution and Bylaws*, Page 19 – “The Elected Officer’s Pledge.”

Terms of Office: The term of office begins June 1 and ends two years thereafter on May 31. The officers may then be eligible for re-election, but not to exceed three consecutive terms (six years). Vacancies shall not be filled by individuals who have reached their maximum time served in that position during the preceding period. Appointed Company positions have no term limits.

Company Election Steps and Instruction

(Company elections are held every other year during odd-numbered years.)

January

- Company President appoints at least a three-member Company Nomination and Company Election Committee with the approval of the Company Executive Board according to the *Constitution and Bylaws* (see Page 1). These Committees appoint a Chairman from within. The Company Nomination and the Company Election Committee may be the same.
- The Company Parliamentarian is an advisor and **not** a member of this committee(s).
- The Company Nomination Chairman:
 - Nominates individuals to be elected (one per office). Selection is from active Members whose dues are current.
 - Contacts proposed nominees and invites them to accept the nomination.
 - Prepares a list of nominees. See Company Elected Officers Example on Page 5.
 - Distributes the list of nominees to Camp Captains prior to February Camp meetings.
- The Company Election Chairman clarifies the procedure to the Camp Captains for the Company Election to be held at the February and March Camp meetings.
 - a. All Members and Associates may attend the meetings.
 - b. Nominations from the floor may be made with the proposed nominee's permission at the February Camp meetings.
 - c. Only Members whose dues are current may be nominated, make nominations from the floor, or vote.
 - d. If no nominations from the floor are made in February Camp meetings, no ballot will be prepared, and all offices will be filled by acclamation. Election results are distributed to Camp Captains prior to March Camp meetings.
 - e. If nominations from the floor are made in February Camp meetings, the Company Election Chairman will prepare and distribute ballots (paper or digital) for those offices only, as others will be filled by acclamation. Ballots will be distributed to Camp Captains prior to the March Camp meetings.

February

- The Company Election Chairman distributes the list of Company Officer nominees to the Camp Captains prior to February Camp meetings.
- The Camp Captain reviews the election procedures and conducts the Company election as part of the February Camp meeting.
 - a. All Members and Associates may attend the meeting.
 - b. The list of Company Officer nominees is read aloud by Camp Captains.
 - c. Nominations from the floor are made with the proposed nominee's permission under the direction of the Camp Captains. See Company Election Procedure on Page 4.
 - d. Only Members whose dues are current may make nominations from the floor.
 - e. Results are reported back to the Company Election Chairman from the Camp Captains by the end of February.

- f. If no nominations from the floor are made, it is not necessary for the Company Elections Chairman to prepare a ballot. All offices will be filled by acclamation.
- g. If nominations from the floor are made, the Company Election Chairman prepares and distributes ballots (paper or digital) for those offices only, as others will be filled by acclamation. Ballots are distributed to Camp Captains prior to the March Camp meetings. See Company Ballot Example on Page 5.

March

- Biennial Company Elections are held as part of the March Camp meetings.
- The Company Election Chairman contacts all Camp Captains prior to the March meetings and distributes:
 - a. The election results by acclamation *or*
 - b. A Company election ballot (paper or digital) only for those offices where a nomination from the floor was received in the February Camp meetings.
- Camp Captains conduct the Company election in their Camp meetings.
 - a. If no nominations were made from the floor at the February Camp meetings, all offices are filled by acclamation.
 - There is no need to distribute ballots.
 - Results are announced by the Camp Captains.
 - b. If nominations were made from the floor at the February Camp meetings, voting is by ballot for those offices only.
 - Ballots are distributed (paper or digital), marked, then collected and returned to the Company Election Chairman.
 - The Company Election Chairman tallies the votes from all Camps and sends election results to the Camp Captains to be announced at the April Camp meetings.
- Newly elected officers are installed by a visiting ISDUP representative or the Company Parliamentarian by May 31.

Company Election Procedure

Conducted by Camp Captains

Presentation of Proposed Officers/Nominations from Floor

(To be used at February Camp meetings only)

1. The Camp Captain leads with:

“For Company _____ *(office)* _____ the Committee has nominated _____ *(person)* _____.
Are there further nominations for the office of Company _____ *(office)* _____?”

a. If no other nominee is presented, the Camp Captain states:

“I declare _____ *(person)* _____ is nominated by acclamation to the office of
Company _____ *(office)* _____.”

or

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

c. After the name is added to the ballot the Camp Captain asks: “Are there further nominations for
the office of Company _____ *(office)* _____?”

d. The Camp Captain then states: “There being no further nominations, the nomination for Company
_____ *(office)* _____ is closed.”

2. The Camp Captain repeats item 1 for each Company office.

Ballot Procedure

1. If no nominations are made from the floor in the February Camp meetings, there is no need to
prepare ballots for the March Camp meetings. All offices will be filled by acclamation.

or

2. If nominations are made from the floor, ballots shall be prepared by the Company Election Chairman
for distribution at the March Camp meetings (paper or digital) for those offices only, as all others will
be filled by acclamation. Ballots are distributed to Camp Captains prior to the March Camp meetings.
See Company Ballot Example on Page 5.

Company Elected Officers and Ballot Examples



Company Elected Officers Example (for February Camp Meetings)

The Company Nomination and Company Election Committee nominates individuals (one per office) to be elected using policy on in Company Election Policy and Procedures. A list of nominees is prepared, and the list of nominees is distributed to the Camp Captain prior to the February Camp meetings. The following template may be used to prepare the list of nominees.

Company Elected Officers	
Prepared, distributed and read at February Camp Meetings	
Company Elected Office	Nominee Name (one nominee per office)
President	
1 st Vice-President	
2 nd Vice-President	
Secretary	
Treasurer	
Registrar	
Historian	

Company Ballot Example (for March Camp Meetings – if needed)

A ballot is used at the March Camp Meetings for any positions with nominations from the floor in the February Camp meetings. Company Election Policies and Procedures state if nominations from the floor are made, the Company Election Chairman prepares and distributes ballots (paper or digital) for those offices only, as others will be filled by acclamation. Ballots are distributed to Camp Captains prior to the March Camp meetings.

Below is an example of a ballot that could be prepared and distributed for the March Camp meetings if necessary. For example, if in the February Camp Meetings there was a nomination from the floor for the position of Company Treasurer only, the “ballot” in the March Camp meetings would contain the following:

Company Election Ballot	
Company Elected Office	Nominee Name
Treasurer	<input type="checkbox"/> <u>Name of nominee which came forward from the Nomination Committee</u> <input type="checkbox"/> <u>Name of nominee from nomination from the floor in February Camp meetings</u>