

Company Election Policy and Procedures

Adopted by International Executive Board (June 2, 2025)



This Policy and these Procedures are to be used when conducting Company elections, replacing any other previous Company Election Policy or Procedures.

Company President, Company Nomination Committee, and Company Election Committee and Camp Captains should familiarize themselves with each page of this document:

- Company Election Procedures (simplified) on Pages 1 and 2; (detailed) on Pages 4 and 5.
- Company Election Policy and Definitions on Page 3.
- Company Elected Officers Nominee List, Example or Ballot Example on Pages 6 and 7.

Company Election Procedures (simplified) Working with a Nominee List	
January	February
<p>Company President:</p> <ul style="list-style-type: none">• Appoints Nomination and Election Committee(s) <p>Company Nomination Committee:</p> <ul style="list-style-type: none">• Nominates individuals• Contacts Nominees to accept positions• Prepares Nominee List <p>Company Election Committee:</p> <ul style="list-style-type: none">• Distributes List to Camp Captains along with this Procedure <p>Camp Captain:</p> <ul style="list-style-type: none">• Reviews this Procedure and List <p>Completed by January 31</p>	<p>Camp Captain:</p> <ul style="list-style-type: none">• Ensures only qualified Members participate• Accommodates absentee participation• Presents List• Calls for nominations from the floor• If no nominations from the floor are made, offices on List are filled by acclamation – no Ballot is prepared, and election is complete.• Reports acclamation results to the Company Election Committee <p>❖ If nominations from the floor are made, see Option #2, Page 2</p> <p>Completed by February 28/29</p>

Option #1→**Company Election Procedures (simplified), Continued****Option #1**Used when no nominations from the floor are received

If there are no nominations from the floor, follow directions in **Option #1**.

March	April
Company Election Committee: <ul style="list-style-type: none"> Reports acclamation results to the Company President Company President: <ul style="list-style-type: none"> Arranges installation <p>Completed by March 31</p>	<p>No action needed this month, Election was completed in March</p>

*Or***Option #2→****Company Election Procedures (simplified), Continued****Option #2**Used when nominations from the floor are received in February Camp Meeting

If there are nominations from the floor, follow directions in **Option #2**.

March	April
Camp Captain: <ul style="list-style-type: none"> ❖ If nominations from the floor were made in February, the List is updated and sent back to the Company Election Committee by February 28/29 for Ballot preparation Company Election Committee: <ul style="list-style-type: none"> • Informs the Camp Captains that nominations from the floor were received from at least one Camp necessitating a Ballot • Prepares a Ballot including the nominations from the floor made during February • Distributes the Ballot to Camp Captains <p>Completed by March 31</p>	Camp Captain: <ul style="list-style-type: none"> • Conducts voting • Prints and distributes Ballot • Accommodates absentee voting • Tallies and reports voting results to Company Election Committee Company Election Committee: <ul style="list-style-type: none"> • Tallies votes from all Camps • Reports results to Company President Company President: <ul style="list-style-type: none"> • Arranges installation <p>Completed by April 30</p>

Company Election *Bylaws*, Policy, and Definitions

Company Elections – *Bylaws*, Article IV, Section 7: Company Elections, Page 11

- 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.
- A. Elected Company Officers shall serve for a term of two years and shall be eligible for reelection not to exceed three consecutive terms.
- B. Elected Officers shall be installed by the Company Parliamentarian or an International Board Member.
- C. 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.

Additional Definitions (Not covered in *Bylaws*, above.)

Elected Officers are President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Registrar, and Historian. In small Companies positions may be combined, i.e., Secretary and Treasurer.

Appointed Officers are selected by the Company President with the approval of the Company Executive Board, are not installed, and have no term limits.

Election Cycle begins January 1 and ends March 31 or April 30 of odd-numbered years. A One Camp Company holds elections during odd-numbered years since Camp Officers are also Company Officers.

Participants are registered Members whose current dues are paid and whose memberships are within the Company. They may vote, make nominations from the floor, or hold elected office.

Installation takes place by May 31; date determined by the Company President. Installation occurs following every election cycle even if the same Officers are reelected and generally takes place at a District Convention or other Company-sponsored event by an ISDUP representative or the Company Parliamentarian. *The Elected Officer's Pledge* installation script is found in the *Bylaws*, page 19.

Term of Office begins June 1 and ends two years thereafter on May 31. Vacancies may not be filled by individuals who have reached their maximum time served in that position during the preceding period.

List of Company Officer Nominees is prepared and distributed by the Company Election Committee, digital or hardcopy, and presented by the Camp Captain in digital, hardcopy, or verbal format in February Camp Meeting.

Ballot of Company Officer Nominees is prepared and distributed by the Company Election Committee in digital or hardcopy format. Those voting receive a hard copy for marking and are not required to sign or initial the Ballot which provides anonymity. (The Ballot is not to be confused with the List of Company Officer Nominees. The List may become the official Ballot, but the term Ballot is used after executing the step of asking for nominations from the floor).

Company Election Steps and Instructions (detailed)

January

- **The Company President:**
 - a. Appoints a Company Nomination Committee and a Company Election Committee with the approval of the Company Executive Board.
 - b. These Committees appoint a Chairman or Chairmen from within.
- **The Company Nomination Committee:**
 - a. Nominates individuals, at least one per office, selected from qualified Members.
 - b. Contacts proposed Nominees and invites them to accept the nomination.
 - c. Prepares a Company Elected Officer List of Nominees and delivers it to the Company Election Chairman, digital or hardcopy; see Page 6.
- **The Company Election Committee:**
 - a. Distributes the List, digital or hardcopy, to the Camp Captains.
 - b. Provides instructions in this Policy and Procedures to Camp Captains.

February

- **The Camp Captain:**
 - a. Ensures that only qualified Members participate in the Company Election process; see Page 3.
 - b. Accommodates for absentee voting.
 - c. Presents to Members the List in digital, hardcopy, or verbal format.
 - d. Calls for nominations from the floor.
 - May be made only with the proposed Nominee's permission.
 - Are made in person not as an absentee.
 - e. Reports back to the Company Election Committee by February 28/29 that:
 - No nominations from the floor were made therefore all offices listed will be filled by acclamation if the same result is reported by all Camp Captains (Option #1 below). – or –
 - Nominations were made from the floor and Nominees are reported; see Option #2, Pages 1 and 2.

Option #1 – no nominations from the floor were received

March

- **The Company Election Committee:**
 - a. Reports acclamation results to the Company President.
- **The Company President:**
 - a. Arranges installation.

No further election actions are needed.

Company Election Steps and Instructions (detailed), Continued

Option #2 – nominations from the floor were received

❖ March

- **The Camp Captain:**
 - a. If nominations from the floor were made in February Camp Meetings, the List is updated and sent back to the Company Election Committee by February 28/29
- **The Company Election Committee:**
 - a. Informs the Camp Captains that nominations from the floor were made and those names were received from at least one Camp
 - b. Prepares the Company Elected Officer Ballot including nominations from the floor, see Page 7
 - c. Distributes digital or hardcopy Ballots to Camp Captains prior to the first March Camp Meeting. Ballot includes the List from the Nomination Committee and individuals nominated from the floor
 - Voters' names and/or initials do not appear on the Ballots to ensure anonymity

❖ April

- **The Camp Captain:**
 - a. Conducts voting.
 - Distributes printed Ballots to be marked and collected.
 - Absentee voting is approved and handled by the Camp Captain.
 - No further nominations from the floor are accepted.
 - b. Tallies votes then reports the results, hardcopy or digital, back to the Company Election Committee.
- **The Company Election Committee:**
 - a. Tallies the votes representing all Camps.
 - b. Reports the results to the Company President.
- **The Company President:**
 - a. Arranges installation.

Company Elected Officers List of Nominees – Example

For use in the February Camp Meeting

Company Elected Officers List of Nominees	
Company Elected Office	Nominee Name
President	
1 st Vice-President	
2 nd Vice-President	
Secretary	
Treasurer	
Registrar	
Historian	

Company Elected Officers List of Nominees	
Company Elected Office	Nominee Name
President	
1 st Vice-President	
2 nd Vice-President	
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Company Elected Office	Nominee Name
President	
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Company Elected Officers List of Nominees	
Company Elected Office	Nominee Name
President	
1 st Vice-President	
2 nd Vice-President	
Secretary	
Treasurer	
Registrar	
Historian	

Company Elected Officers Ballot – Example

For use if nominations from the floor were received in the February Camp Meeting.

Prepared by the Company in March with List of Nominees and individuals nominated from the floor and distributed to the Camp Captain for voting in April Camp Meetings.

Company Elected Officers Ballot	
Company Elected Office	Nominee Name
President	1. 2.
1 st Vice-President	1. 2.
2 nd Vice-President	1. 2.
Secretary	1. 2.
Treasurer	1. 2.
Registrar	1. 2.
Historian	1. 2.

Company Elected Officers Ballot	
Company Elected Office	Nominee Name
President	1. 2.
1 st Vice-President	1. 2.
2 nd Vice-President	1. 2.
Secretary	1. 2.
Treasurer	1. 2.
Registrar	1. 2.
Historian	1. 2.

Company Elected Officers Ballot	
Company Elected Office	Nominee Name
President	1. 2.
1 st Vice-President	1. 2.
2 nd Vice-President	1. 2.
Secretary	1. 2.
Treasurer	1. 2.
Registrar	1. 2.
Historian	1. 2.

Company Elected Officers Ballot	
Company Elected Office	Nominee Name
President	1. 2.
1 st Vice-President	1. 2.
2 nd Vice-President	1. 2.
Secretary	1. 2.
Treasurer	1. 2.
Registrar	1. 2.
Historian	1. 2.