

# Company Election Policy and Procedures

Adopted by International Executive Board March 2, 2026, and revised to avoid concurrent responsibilities during International Elections.



Company Elections shall be conducted in compliance with this Policy.

The Company President and the Company Election Committee implement this Policy.

Voting is by secret Ballot and decided by a simple majority conducted at the Camp level. Using other voting methods, i.e., asking for a raise of hand or a vote of acclamation goes against this Policy.

Nominees must be current in standing and must give permission to be nominated.

The Company Nomination Committee and the Company Election Committee functions have been modified into one Committee now identified as Company Election Committee. If preferred, Companies may leave these Committees separate as stated in the *Bylaws*.

The Company President informs Camp Captains early in the new DUP year that:

- Preliminary information will be given in **November** by the Election Committee.
- The Company Election cycle is **January** through **March** of odd-numbered years.
- Each Member may make nominations from the floor at the **January** Camp meeting.
- Each Member may vote by Ballot in the **February** Camp meeting.

## Company Election Procedure

### November

#### Company President:

- Appoints a Company Election Committee with Company Executive Board approval. This Committee consists of three members of the Company Board with at least one and not more than two members of the Company Executive Board.
- Provides instruction and makes available the Company Election Policy and Procedures.
- Provides contact information of each Camp Captain to the Election Committee.

#### Company Election Committee:

- Appoints a chairman from within.
- Meets to discuss and carefully select nominees while considering leadership history, strengths, potential, and expectations of a Company Executive Board Member.
  - Considers officers now serving to determine term of office.
  - Makes recommendations for nominees.
  - Proposes at least one nominee for each elected office.
  - Contacts proposed nominees and in private invites them to accept the nomination. Committee members divide up this responsibility.
- Takes a Committee vote on the draft nominee list and where necessary continues Committee work until a majority vote per nominee is achieved.
- Contacts each Camp Captain:
  - Provides an overview of the Company Election process and emphasizes that nominations from the floor will be called for in the **January** Camp meeting.
  - Distributes proposed nominee list by **November 30**.

#### Camp Captain:

- Communicates the nominee list and election process to all voting Members in their Camp prior to their **January** Camp meeting. Company Members not on the nominee list may be considered for nominations from the floor and only with the nominee's prior approval.

## January

### Company Election Committee:

- Ensures that each Camp Captain, prior to their **January** Camp Meeting:
  - Has received the nominee list and communicated this list to their voting Members.
  - Has instructed that nominations from the floor will be called for in the **January** Camp meeting.

### Camp Captain – in January Camp Meeting:

- Reviews nominee list with the Members of the Camp.
- Calls for nominations from the floor (can only be made with the nominee's prior approval).
- Reports any nominations from the floor to the Company Election Committee by **January 31**.

### Company Election Committee:

- Receives from Camp Captains by **January 31** any nominee names presented via nominations from the floor during the **January** Camp Meetings.
- Anticipates a quick turnaround at the end of **January** if any Camps meet late in the month.
- Prepares a Ballot of candidates reflecting nominees chosen by the Company Election Committee and nominees from Camp nominations from the floor. If no nominations from the floor are made, the Ballot will contain only nominees chosen by the Election Committee. Ballot prepared in paper copy or digital/email format.
- Distributes the Ballot of candidates to each Camp Captain prior to their **February** Camp Meeting.

## February

### Camp Captain:

- Conducts the election meeting ensuring only qualified Members participate.
- Facilitates Member special-circumstance participation. (See Special-Circumstance Voting, p. 4)
- Distributes a paper-copy Ballot to each Member to confidentially mark.
  - Ballots are secret and exclude signatures or initials of those voting.
- Collects and tallies Ballots. Reports results to the Company Election Committee Chairman following the **February** Camp meeting by **February 28/29**.

### Election Committee Chairman:

- Receives the tallied Ballot results from Camp Captains by **February 28/29**.
- Reports election results to the Company President by **March 15**.

## March

**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. Installation Procedure is found on pg. 5. The Installation Procedure is also found at: ISDUP Leadership → Camp Officer Information or in the *Constitution and Bylaws*, pg. 19.

## Company Elected Officers Ballot

Ballot:

- For use during the **February** Camp Meeting.
- Prepared by the Company Election Committee in **January** with candidates chosen by the Company Election Committee and candidates from Camp nominations from the floor.
- Distributed to the Camp Captain for voting in **February** Camp Meetings.

Below is a sample Ballot that may be used, or the Company may develop their own.

<b>Company Election Ballot</b>		
In February Camp Meeting, distribute to each Member for voting.		
<b>Company Elected Officer</b>	<b>Candidate Name</b> Select <u>one</u> for each office	<b>Check one:</b>
President	1.	
	2.	
	3.	
1 <sup>st</sup> Vice-President	1.	
	2.	
	3.	
2 <sup>nd</sup> Vice-President	1.	
	2.	
	3.	
Secretary	1.	
	2.	
	3.	
Treasurer	1.	
	2.	
	3.	
Registrar	1.	
	2.	
	3.	
Historian	1.	
	2.	
	3.	

<b>Company Election Ballot</b>		
In February Camp Meeting, distribute to each Member for voting.		
<b>Company Elected Officer</b>	<b>Candidate Name</b> Select <u>one</u> for each office	<b>Check one:</b>
President	1.	
	2.	
	3.	
1 <sup>st</sup> Vice-President	1.	
	2.	
	3.	
2 <sup>nd</sup> Vice-President	1.	
	2.	
	3.	
Secretary	1.	
	2.	
	3.	
Treasurer	1.	
	2.	
	3.	
Registrar	1.	
	2.	
	3.	
Historian	1.	
	2.	
	3.	

# Company Election Policy and Definitions

## Company Officers – Constitution and Bylaws, Article IV, Section 3: Company Officers, p. 9

- A. Elected Company Officers shall be active registered Members of ISDUP and Members of a Camp within their Company and shall consist of the following: President, First and Second Vice-Presidents, Secretary, Treasurer, Registrar, and Historian.

## Company Elections – Constitution and Bylaws, Article IV, Section 7: Company Elections, p. 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.
- 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.

## Definitions and Clarifications:

**Elected Officers** are listed above. In small Companies, positions may be combined, i.e., Secretary and Treasurer.

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

**Election Cycle** is January through March of odd-numbered years with some preparations in November prior when a Company Election Committee is selected and some Committee work takes place. A One-Camp Company holds elections during odd-numbered years since Camp Officers are also Company Officers. Installation takes place by May 31.

**Voting Participants** are registered Members current in standing whose memberships are within the Company. They may vote, make nominations from the floor, and hold elected office. Associates may not participate.

**Nominations from the Floor** allow Members to propose nominees for offices.

**Special-Circumstance Voting:** Authority is given to Camp Captains to facilitate voting in special circumstances such as Members participating in virtual Camp meetings, illness, or residing in a care facility.

**Term of Office and Maximum of Terms** are explained above.

**Election Results:** The candidate receiving a majority of affirmative votes cast for any office shall be elected.

**Company Parliamentarian** does not conduct elections, does monitor that *Bylaws* and election policies are followed, and may install newly elected officers.

**Note:** The Company Nomination Committee and the Company Election Committee functions have been modified into one Committee now identified as Company Election Committee. If preferred, Companies may leave these Committees separate as stated in the *Bylaws*.

- **Company Nomination Committee** identifies the most suitable nominee for each position and reports nominees to the Company Election Committee.
- **Company Election Committee** receives nominee names, receives nominations from the floor, and prepares a Ballot of candidates for distribution in paper copy or digital/email format. Distributes Ballot to Camp Captains, receives vote count/tallied Ballot and reports results to Company President.



## Company Officer Installation Procedure

Following Company elections, Officers are installed using this procedure by May 31. The installing Officer can be the Company Parliamentarian or an ISDUP Board Member. (From ISDUP *Constitution and Bylaws*, pg. 19.)

### Installation of Elected Company Officers

**Company Parliamentarian shall read this statement filling in their name and the name of Company:**

I \_\_\_\_\_ a Member of International Society Daughters of Utah  
*Name of Installing Officer*  
Pioneers, \_\_\_\_\_ having been appointed official Installation  
*Name of Company Installing Officer Represents*  
Officer and thereby having the right and privilege to install Elected Officers of International Society  
Daughters of Utah Pioneers of \_\_\_\_\_ Company.  
*Name of Company*

I say to each of you: "You are about to assume an important Office, and I charge you to study your  
contained in the *Constitution and Bylaws* of the Society and learn from your predecessor."

Will the Elected Officers of \_\_\_\_\_ Company please  
*Name of Company*  
listen as your President repeats the pledge.

### The Elected Company Officer's Pledge

**The installing Officer shall read this statement and the Company President will repeat, inserting her own name:**

I \_\_\_\_\_ of the \_\_\_\_\_ Company,  
*Name of President* *Name of Company*  
International Society Daughters of Utah Pioneers, promise for myself and fellow Officers that to the  
best of our ability I will uphold the *Constitution and Bylaws* and promote the work of this Society  
with love, dignity, and honor."

**The installing Officer shall ask the Company Elected Officers to stand and answer the following question while inserting the appropriate names.**

"Do you Elected Officers of the \_\_\_\_\_ Company promise  
*Name of Company*  
to support \_\_\_\_\_ in this pledge? Raise your hands and  
*Name of President*  
say, 'I do.'"