

TRPA Procedures

Nominations & Elections:

TIMETABLE:

Jan.- 10 months prior to Conference:	Committee selection.
Feb.- 9 months prior : timetable	Letter to committee listing responsibilities and giving
Late Mar.- 8 months prior: members.	Letter requesting nominations mailed to all TRPA
Late April- 3 weeks later:	Deadline for return of nominations.
May- 1 week later: establish ballot.	Nominations Committee meets to contact nominees and
Mid-May- 2 weeks later:	Deadline for nominees to respond.
June- Deadline for 3rd Qtr. Magazine:	Slate of officers, pictures and resumes of nominees due into Executive Director for publication.
30 days prior to Conference:	Membership cutoff date for voting eligibility.
15 days prior to Conference:	Deadline for returning absentee ballots.
Business lunch at Conference:	Election of officers.

SPECIFIC RESPONSIBILITIES/DEADLINES:

- Select committee and send them a list of responsibilities, bylaws and constitution information that relates to committee, timetable of committee activities and deadlines, list of committee members with addresses and telephone numbers, map to committee meeting location.
- Prepare letter and nomination form to be mailed to membership about upcoming election, requesting nominations.
- Prepare goals and objectives for the committee and send to members of the committee - OPTIONAL.
- Mail letter and nomination forms out to members, using labels issued by TRPA office.
- Upon receipt of nomination forms, collate nominees for each office and prepare work sheets for committee members' use at committee meeting. Include contact information, district and interest section represented and number of nominations received.
- Prepare list of questions and comments to be used when contacting nominees so that all are asked and told the same information - OPTIONAL.
- Establish method of selecting which and how many nominees are contacted.
- Conduct committee meeting to establish slate.
- Prepare and mail letter to supervisor or department head of each nominee appearing on slate to congratulate him/her on having an employee nominated and solicit support for that employee's campaign and commitment to TRPA.
- Prepare and mail thank-you letter to all committee members including the final slate.
- Send slate to be published in the TRPA magazine.
- Present slate of nominees at the board meeting immediately following the slate's completion.
- Send information about how to receive an absentee ballot to TRPA magazine.
- Prepare ballots: Ballots will be unique in design and will be printed on a bright colored paper with an alternate color stripe in one corner. Size will be 8 1/2 x 3 1/2 with space for candidates names and a blank line for write-in purposes if needed. Ballots will be consecutively numbered presently 001 - 400. Ballots will be prepared by the N&E Chair, and taken to the Executive's Director's office at least 45 days before the Conference for inclusion in the registration packets.
- Upon receipt of letter or request for absentee ballot, number request and ballot and mail out, after current membership status is verified using list issued by TRPA office. Record names of members eligibility list.

- Absentee ballots shall be requested from and mailed to the Executive Director's office. The Executive Director shall determine eligibility of member before mailing a ballot, and shall so note on a master membership list which shall be brought to the N&E Chair at the Conference to use while distributing ballots to the on-site registrants. Absentee ballots shall be numbered as mailed and be of a different design than those used at the conference. The Executive Director and N&E Chair shall coordinate these efforts. Absentee ballots shall be sent with an inner envelope marked "absentee ballot." Member shall fill in absentee ballot, seal it in special absentee ballot envelope, and mail to the Executive Director's office with postmark no later than 15 days prior to Sunday start of Conference. An absentee ballot may only be mailed to the member who requests it - no one may request a ballot for another member. The Executive Director shall bring all legally received ballots to the Conference where the N&E Chair shall witness their inclusion into the voting box to be counted with other ballots at the appropriate time.
- Prepare and send letter to committee members prior to Conference reminding them of their duties in conducting the election.
- Secure current membership lists from chair of Membership Committee or Executive Director for committee's use at election site. List includes all members, membership type for determining voting eligibility. Only "professional" members in good standing may vote.
- Conduct election of officers at annual business luncheon at Conference and announce the results to the general membership during the meeting.
- A locked voting box will be present at the registration desk from Sunday when the registration area opens until 10:00am Monday morning, when it will be taken to the site of the Business Luncheon by the Nominations and Elections Chair. Beginning at 10:00am until the luncheon begins, ballots may be deposited, and blank ballots may be obtained by those delegates not pre-registered for the Conference. Once the luncheon begins, ballots will no longer be distributed. Members may vote anytime until immediately after the candidates speeches, when all remaining votes will be deposited in the voting box. At this time, the N&E committee will retire to count the ballots.
- Write-in votes are legal and will be conducted as marked. However, nominations from the floor during the business luncheon will not be solicited.
- After results are announced at the business luncheon, all ballots will be kept in a sealed envelope in the Executive Director's office at the Conference until the end of the Conference, at which time they will be destroyed.
- Perform installation of officers at Conference Banquet.
- Submit final report to TRPA on Committee activities for the year.

SLATE PREPARATION:

Method for determining who to contact and in what order:

- Give each committee member a list of nominees for each office.
- Have each committee member rank each nominee, taking one office at a time, beginning with President-Elect.
- Collect ranking and tally; resulting with an order in which to contact nominees.
- Contact 3 nominees with the highest rankings under each office.
- Continue to move down the list, contacting nominee may only run for the office which he was nominated.
- If nominees cannot decide immediately, give them a 2-week deadline to respond.
- Establish slate at this meeting if possible with a maximum of 3 nominees per office.

ELECTION OF OFFICERS:

- Get membership list (alphabetized by last name) of current membership from TRPA office. Update with members who requested absentee ballots.

- Set up tables at which all committee members will sit and have: pencil, membership list, ballots, blank sheets (in case of runoff).
- Prepare signs to be hung over each committee member with letters designating lines in which members can receive their ballots. Example, A-C, D-H, I-N, O-T, U-Z.
- Have committee members check membership status of each person requesting a ballot; if current, give a ballot and a blank sheet; check that member's name on the membership list as having received a ballot.
- At the Business Luncheon or opening session, introduce candidates to speak for 2 minutes each; explain election procedure; have members mark ballot.
- When ballots are completed, membership will drop them into the voting box located in the back of the room. A committee member then picks them up and goes out to count ballots.
- Announce the election results at the close of the meeting.

COMMITTEE RECOMMENDATIONS FOR BOARD ACTION:

The Nominations/Elections Committee recommends that the following bylaws changes be approved by the executive board. These should be voted on by the general membership as determined by Constitutions and Procedures chair.