



# NAACP

## 2022 Election Procedure Manual

*To adhere to COVID protocols changes have been made to meet CDC guidelines.*

Revised February, 2022

## NAACP CANDIDATES CONSENT FORM

I, \_\_\_\_\_ consent to serve as a candidate for  
(Please print)  
office of \_\_\_\_\_ or at-large Executive  
Committee member of the \_\_\_\_\_ Branch. If elected, I agree  
to serve and abide by the policies, principles and procedures of the NAACP, I agree  
to complete Executive Leadership Training by *May 31, 2023*.

For the purpose of serving as a candidate for an elected office I affirm that I have  
been a bona fide member of the Branch as of May 1, 2022, that my membership  
has remained continuous, and *that I live and/or work within the jurisdiction of the  
Branch.*

\_\_\_\_\_  
Signature

### NAACP Petition for Nomination

We, the undersigned wish to nominate \_\_\_\_\_ for the office of  
\_\_\_\_\_, or as an at-large member of the Executive Committee. (A  
valid petition must contain at least 3 signatures, other than the candidate.)

#### **Name/Date/Member ID #**

1. \_\_\_\_\_

Signature \_\_\_\_\_

2. \_\_\_\_\_

Signature \_\_\_\_\_

3. \_\_\_\_\_

Signature \_\_\_\_\_

4. \_\_\_\_\_

Signature \_\_\_\_\_

***For purposes of signing this petition, one must be a current member in good  
standing 30 days prior to the meeting. Electronic Signatures will be allowed on  
nominating signatures. Consent of Candidates must include an original signature.***

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# NAACP BRANCH ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of Branch officials to assist in the effective conduct of Branch elections. It is based upon the Constitution and By-Laws for Units.

## NOTICE TO THE GENERAL MEMBERSHIP

***(This Notification May Be Made via Email)***

### REQUIRED NOTICE

1. Each Branch shall mail one notice to each member in good standing, postmarked at least ten (10) days prior to the September meeting, listing the time, place, date and purpose of the September and October meetings and time, place and date of the November election that is centralized and large enough to accommodate the quantity of members. **In addition, to this notice, each Branch shall place the announcements of such meetings and election in one or more local newspaper of general circulation at least ten (10) days before the date of the November election. (Bylaws for Units, Article IX, Section 2[g])**

The following is a suggested format of the notice to be sent:

### NOTICE OF SEPTEMBER, OCTOBER MEETINGS AND NOVEMBER ELECTION

Dear Member:

Please note the following General Membership meetings of the NAACP \_\_\_\_\_ Branch, for the purpose of election of officers and at-large members of the executive committee.

1. On September , 20?? (**place**), (**time**), there will be an election of the Nominating Committee (between 5-15 members). All members whose memberships are current as of 30 days prior to the meeting date may be elected to the Nominating Committee (not more than 2 being officers of the unit)..
2. On October , 20?? (**place**), (**time**), there will be a report of the Nominating Committee, receipt of Nominations by Petition, and election of the Election Supervisory Committee. All members whose memberships are current as of May 1<sup>st</sup> of the election year, who's memberships have remained continuous throughout the election process, and who live and/or work within the unit's jurisdiction, may be nominated for office or as an at-large member of the Executive Committee. In order to sign a nominating petition, or be elected to the Election Supervisory Committee, a member must be current as of 30 days prior to the October meeting.
3. On November , 20??, the election of officers and at-large members of the Executive Committee will take place at \_\_ . Polls will open from \_\_ to \_\_ . In order to vote in a Branch election, one must be a member in good standing of the Branch 30 days prior to the election. A form of identification is required.

Should a run-off election be necessary that election shall occur on the following date at time certain (at least 1 hour) at this location, Run-off elections shall be conducted not less than ten (10) days after the original election.

We look forward to your participating in these activities.

\_\_\_\_\_(Secretary)

# **THE SEPTEMBER MEETING OF THE GENERAL MEMBERSHIP**

## **A. DECISIONS TO BE MADE BY THE GENERAL MEMBERSHIP**

1. The General Membership determines the date, time, and location for the election. If the Branch has bylaws that address these issues, then General Membership action is not required. This can be done at the August meeting by vote of the General Membership or by Branch bylaws.
2. All Elections will be conducted by the National Office using Election Buddy.
3. The General Membership determines the number of members to be elected to the Nominating Committee (5-15).
4. The General Membership determines the number of at-large members to be elected to the Executive Committee. If the Branch has approved bylaws that address this issue, then General Membership action is not required.

## **B. ELECTING THE NOMINATING COMMITTEE**

1. At the September meeting of the General Membership in even numbered years, i.e., 2022, 2024 and 2026 etc., a Nominating Committee shall be elected composed of not less than 5 and not more than 15 members of the Branch in good standing. Not more than two members of the Nominating Committee shall be officers or members of the Executive Committee. **The term “Members In Good Standing”, for this purpose means that a member must have been a member at least 30 days prior to the date he/she is elected to the Nominating Committee.**
2. Within 10 days of the election of the Nominating Committee, the Branch Secretary shall call the first meeting of the Committee, provide the Committee with an up-to-date list of current officers, and members of the Executive Committee, the number of terms served, membership eligibility, ID #, and attendance record.
3. **The Nominating Committee’s first order of business is to elect its Chairman and Secretary.**

## **C. DUTIES AND RESPONSIBILITIES OF THE NOMINATING COMMITTEE**

1. The Nominating Committee may nominate any member in good standing of the Branch. Therefore, it is necessary the Committee to consider the entire membership of the Branch so as to be assured that the best-qualified members are considered. For the purpose of running for office, the term “Member In Good Standing”, shall mean that the

person must be a bona fide member of the Branch by May 1<sup>st</sup> of the election year and remain a continuous member of the branch through the election process, and must live and/or work within the Branches jurisdiction.

2. Being a part of the Nominating Committee does not preclude the nomination of any member thereof as a candidate for an office or as an at-large member of the Executive Committee.
3. The Nominating Committee should make it known to the General Membership that it is available to interview members interested in being considered for office. **\*\*\*To allow for changing COVID guidelines, this interview may be conducted virtually.**
4. The Nominating Committee shall nominate only those persons who have given written consent to be nominated. Before the Branch accepts the Nominating Committee report, the Secretary shall verify that each nominee has given written consent.

## **THE OCTOBER MEETING OF THE GENERAL MEMBERSHIP**

### **A. GENERAL CONSIDERATIONS**

Nominations are made and the Election Supervisory Committee is elected at the October meeting of the General Membership.

1. A member can be nominated for only one position during the election. For example, no member may run for an officer position and an at-large seat on the Executive Committee at the same time.
2. A member does not have to be present to be nominated, as long as his/her consent form is presented at the time he/she is nominated, and he/she otherwise meets the membership qualifications as outlined earlier.
3. A member properly nominated for a position may withdraw from contention by forwarding a letter requesting that his/her name be removed from the ballot. The letter must be sent to the Chairman of the Election Supervisory Committee in sufficient time prior to the election so as to be sure that the ballot has not already been printed.

### **B. NOMINATIONS**

#### **1. BY THE NOMINATING COMMITTEE**

- a. The Nominating Committee shall submit a report in writing at the October meeting of the General Membership. This report shall consist of the names of those persons to fill existing Branch offices. Only one nominee can be nominated by the Committee for each office. The Committee shall nominate not less than 10 and not more than 24 for the Executive Committee at-large.

- b. SAMPLE COMMITTEE REPORT: "The Nominating Committee of the \_\_\_\_\_ Branch is pleased to submit the following nominations.

President.....Ms. A  
First Vice President..... Mr. B  
Second Vice President .....Mrs. J  
Third Vice President .....Mr. C  
Secretary.....Mr. E  
Assistant Secretary.....Ms. D  
Treasurer.....Ms. F  
Assistant Treasurer..... Mr. G  
Members of the Executive Committee .....Mrs. A, Mr. C, Ms. D, Mr. Z

- c. After the Nominating Committee Chairman has read the report, he/she is required to present to the Secretary the signed consent forms for all nominees. Should any nominee fail to have a signed consent form presented at the time the Nominating Committee's report is read, that nomination is considered null and void. Before the transaction of any other business, the secretary is required to certify that he/she has received signed consent forms for each nominee and that they are members in good standing as earlier defined.
- d. After the Secretary has certified that all persons nominated by the Nominating Committee have presented signed consent forms, and are in good standing, the Chairman of the Nominating Committee shall move the adoption of the report. After the motion is seconded, the President carries the motion.

## 2. NOMINATIONS BY PEITITON

(Sample Nominating Petition on inside front cover)

- a. After the report of the Nominating Committee has been received, the Chair, (*no officer, nor candidate may Chair this portion of the meeting*) shall make the following statement: "The floor is now open for further nominations for the office of President. The Nominating Committee has nominated Ms. A. Are there any other nominations for the office of President?"
- b. Additional nominations for President, if any, must be made by written petition, and signed by at least three members in good standing. For the purpose of signing a petition, the term "Member in Good Standing", shall mean a member whose membership is current at least 30-days prior to the date he/she signed the petition. At the time of nomination, each nominee must present a signed consent form to the secretary. If no signed form is presented, the nomination is considered null and void. Nomination shall not close until all who wish to nominate have had a chance to do so. Nominations shall not close until the chair calls three times for additional nominations for each position.
- c. The chair continues: "The floor is now open for nominations for the office of First Vice President. The Nominating Committee has nominated Mr. B. are there further

nominations for the office of First Vice President?" The same procedure is followed for other Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and at-large members of the Executive Committee.

Again, each nominee must present a signed consent form at the time he/she is nominated—not after nominations are made for other positions and not after the Nominating Meeting.

- a. For each candidate, the secretary must certify that at least three of the members who signed the petition are members in good standing, that the nominee is a member in good standing and that the nominee presented a signed consent form at the time of nomination.
- b. If the nominee's name cannot be located on the Branch roster and the nominee fails to provide proof that he/she is a member in good standing, he/she cannot be nominated.
- c. If the Secretary cannot verify that at least three of the individuals who signed the petition are members in good standing, and no proof is provided otherwise, the petition is considered null and void and the member cannot be nominated.
- d. If the member has not signed a consent form, he/she cannot be nominated.
- e. **All questions regarding eligibility of candidates must be resolved prior to the conclusion of the October meeting.**

### **C. SPEECHES IN SUPPORT OF CANDIDATES**

1. After all nominations have been made at the October Meeting, brief speeches in support of the candidates or slates should be allowed.
2. The General membership determines the amount of time allowed for such speeches.

### **D. ELECTION OF ELECTION SUPERVISORY COMMITTEE**

1. During the October meeting, after all nominations are made, the General Membership shall elect an Election Supervisory Committee consisting of five members of the Branch in good standing, who are not candidates for office or at-large positions on the Executive Committee. For this purpose, the term "In Good Standing" shall mean, a member whose membership is current as of 30 days prior to the date they are elected to the Election Supervisory Committee.
2. Each candidate for President is entitled to appoint a representative to the Election Supervisory Committee. However, in the event the total number of candidates for President is more than four, the General Membership must elect additional members to the Election Supervisory Committee so that the total number of elected members is one more than the appointed members of the Committee.
3. The Election Supervisory Committee is responsible for supervising the Branch election. The Election Supervisory Committee will supervise the establishment of appropriate



machinery, provisions and procedures for conducting the election in accordance with the Constitution and By-Laws for Branches in order to protect the right of each branch member to cast his/her ballot properly. Guidance for the Committee may be found in other sections of this manual.

- a. The Election Supervisory Committee via the (interim) unit secretary shall, upon request from any nominee for President, make the membership roster or list available to the nominee. **They may not copy the membership roster or list, but within reasonable limits, address communications from the list or roster of members at the candidate's expense, provided that the same privilege is extended to all candidates for President at the same time.**
- b. The request to inspect the membership roster or list must be in writing to the Chairman of the Election Supervisory Committee, and acknowledgment, likewise, must be given in writing. **The Chairman of the Election Supervisory Committee must indicate when he/she or another member or members of the Committee will be available for this purpose, and the notification must be given to all candidates for President at the same time.**

Candidates for President may review or inspect the membership roster or list using a team of up to five members in good standing. The term: "Members In Good Standing" for this purpose shall mean that they must be members of the Branch at the time the activity is to begin. The Election Supervisory Committee may schedule the inspection/reviews at different times in order to accommodate the presidential candidates.

***(The election will be conducted electronically, therefore there will be no Watchers and/or Observers)***

Watchers, Observers may be appointed by the presidential candidates in equal numbers. The Election Supervisory Committee has the responsibility for determining the number of Watchers, Observers to be appointed by each presidential candidate.

#### **E. PREPARATIONS FOR THE ELECTION BY THE ELECTION SUPERVISORY COMMITTEE**

1. The Committee should be sure to that the location identified between the August-September for the unit election is a centralized place large enough to accommodate the entire membership of the Branch.
2. The Election Supervisory Committee must ensure the names they place on the ballot are spelled correctly. Ballots should be numbered in the top right corner. The Committee must provide an adequate number of ballots to service the voters. It is better to have more than enough in order not to jeopardize the entire election.
3. Voting shall take place during those hours announced in the election notice (minimum 4hrs).
4. Before the voting begins, the Election Supervisory Committee shall announce a time and a place when the ballots will be counted and tabulated.

## F. REQUESTING NATIONAL OFFICE ASSISTANCE

1. Prior to the November Election, any candidate may contact the Field Operations Department in writing for an interpretation of any election procedure established by the Branch that is not clear and/or conflict with the Constitution and Bylaws for Units of the NAACP.
2. The National Office shall have the authority to intervene at any time during the three-month period leading up to the Branch election.
3. If the National Office has to intervene to conduct the election, the unit will be charge the transportation and/or lodging cost for the national staff or representatives sent to conduct the election.
4. If you are seeking assistance from the National Office please email [elections@naacpnet.org](mailto:elections@naacpnet.org). **Please refrain from emailing individual staffers.**

## VOTING

### A. PROCEDURE

1. *Only members in good standing are eligible to vote. (For the purpose of voting in Branch elections, good standing is member 30 days prior to the election.)*
2. Each voter is required to have a valid email address. **Please make sure the email of members of your unit are correct in the NAACP Member Portal.** Ballots will be sent electronically to the email of record.
2. During the voting period, members will be able to complete their vote and will receive a verification that the vote has been received.
3. If on election day you have not received a ballot, the member should check with the Branch Secretary.

### B. CHALLENGED BALLOTS

1. Challenged ballots will be given to a member who wishes to vote if his/her name does not appear on the official roster or list, but he/she presents proof of membership, i.e. membership card, life membership plaque, or receipt 1 hour before the completion of voting.
2. Challenged ballots will be verified by national staff in concert with the local Secretary of the unit.

**1) Report on the Election**

a) The report of the Tellers should be presented as follows:

Number of votes cast.....	100
Mr. A Received .....	62
Mr. B Received .....	13
Mr. C Received... ..	25

b) The number of challenged ballots should be announced.

**2) In the Event of a Tie**

*“Should a run-off election be necessary that election shall occur on the following date at time certain (at least 1 hour) at this location, run-off elections shall be conducted not less than ten (10) days after the original election.” (Article IX, Section 2(g))*

## **APPEAL FOR NEW ELECTION**

### **FILING THE COMPLAINT**

Pursuant to Article IX, Section 2(o) of the Bylaws for Units of the NAACP,

Election Controversies: In the event of an election controversy, all parties thereto shall submit any written complaint(s) to the National Office through the President and CEO. Said complaint(s) must be postmarked no later than five (5) calendar days following the date of the election in question. In Branches with memberships up to 1000, such complaints must be signed by at least twenty-five (25) members of the Branch in good standing. In Branches with memberships exceeding 1000, such complaints must be signed by at least fifty (50) members of the Branch in good standing.

**ALL signatories on complaint should print their names and include mailing address and membership id #.**

- (a) The National Office will institute an investigation into the matter, and should a determination be made that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the allegations alleged are assumed to be true, then the National Office shall within thirty (30) days, or as soon thereafter as possible, dismiss the complaint and inform all parties forthwith that the installation of officers might be held.
- (b) Should the National Office be unable to dismiss the Complaint because the charges appear to have merit and as such, the results of the election might have been otherwise had the alleged violations not occurred, then the matter will be referred to the Chairman of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
- (c) Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.

***Elections conducted by the National Office cannot be appealed.***

***If the National office is requested or has to intervene in a local or state election process, the Unit shall be charged for the travel and/or hotel expenses for staff and/or appointed persons who have been selected by the National office to conduct the election in question.***

## **EFFECTIVE DATE OF MEMBERSHIP IN THE UNIT**

Pursuant to Article IV, Section 2[a]:

### **2. Effective Date of Membership in the Branches, Youth Units and Authorized Committees**

- a. The effective date of Membership in a Branch, Youth Unit or Authorized Committee is the date membership payment is received by the aforementioned Unit either at a meeting of the General Membership or of the Executive Committee of the Unit; by the Unit Secretary; or by the Unit office, if there is one.

#### **COVID Exception**

The effective date of membership in the Branch is the date the Branch, either at a meeting of the General Membership or of the Executive Committee of the Branch, the Branch Secretary or the Branch office, receives payment. If someone has sent their membership to the National Office it is the date the membership is processed at the national office.

## **YOUTH VOTING IN BRANCH ELECTIONS**

Pursuant to Article IV, Section 2[b]:

- b. The minimum voting age for any member in good standing in Branch Elections shall be seventeen (17) years of age. Should a member of the Branch be seventeen (17) years of age, but under twenty-one (21) years of age, that member may vote in the Branch Election, if he/she has paid the Regular Adult membership fee to the Branch.

## **OTHER MEMBERSHIP CONSIDERATIONS**

1. If the membership is paid to a membership solicitor, then the person is a member of the NAACP, but not of the Branch, until or unless that membership is turned into the Branch.
2. The membership solicitor is required to turn in the membership to the Branch Secretary as soon as possible in order to ensure that the person's membership appears on the Branch's roll.
3. Should a member be properly nominated, but his/her membership expires prior to the date of the election, said member must be renewed with the Secretary of the Branch prior to his/her name being placed on the ballot.
4. The Branch Secretary shall contact the National Office prior to the September and October meetings and the November election to request the names of all persons who have forwarded their memberships directly to the National Office.

**SAMPLE BRANCH ELECTION BALLOT**

**OFFICIAL BALLOT OF THE \_\_\_\_\_ BRANCH NATIONAL  
ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE ELECTION HELD  
AT \_\_\_\_\_ DATE \_\_\_\_\_**

**BRANCH OFFICERS**

To vote, make (x) beside the name of your candidate.

**President: (Vote for One)**

**William H. Fuller  
Paul Roberts**

**First Vice President: (Vote  
for one)**

**Walter Adker  
Helen Jones**

**Second Vice President (Vote  
for one)**

**Mary Alison  
Barry Martin**

**Secretary: (Vote for one)  
Henry Mildred Roberts  
Homer Stewart**

**Assistant Secretary: (Vote  
for one)**

**Paul Jones  
Mable Jordan**

**Treasurer: (Vote for one)  
Samuel Carter  
Paul Douglas**

**Assistant Treasurer: (Vote for one)  
Caleb Marshall  
Rachael Warrington**

**Members of the Executive  
Committee  
(Do not vote for more than 24)**

**Thomas Aquinas  
Lula Becker  
Robert Black  
Wilma Brand  
Homer Clough**

**Cranston Crane  
Kally Davis  
Penelope Fields  
Robert Grass  
Theophilus Gray**

**Thomas Green  
Glory Haman  
Alexander Hem  
Odysseus  
Plato Jones  
Samuel Jones  
Earlene McClain  
Ella Morton  
John Nixon**

**Jean Ray  
Ashley Rowe  
Roosevelt Truman  
William White  
Roy Williams  
April Woodard  
Lakeisha Young**

## **INSTALLATION OF BRANCH OFFICERS**

The installation of Branch officers is a solemn and serious affair.

The installation meeting shall be an important occasion and should be held within a brief time after the annual meeting.

### ***Suggested Installation Oath***

“I solemnly swear to discharge to the best of my ability the responsibilities of office in the National Association for the Advancement of Colored People, in accordance with its Constitution and Bylaws and the decisions of its governing bodies. I dedicate myself anew to its principles of equality and justice under law. I shall try always to keep the goals of the NAACP above any purely personal or individual interest that might hinder the attainment of those goals. I ask the continued help of Almighty God in keeping this pledge.”

## **PRESIDING OFFICERS AT BRANCH ELECTIONS**

The President of the Branch presides at the September and October meetings. At the annual meeting, the President presides until time for the election process. The Branch then elects another member to act as chairman. To facilitate the selection of a chairman, the Executive Committee may recommend a person previously contacted who is agreeable to all candidates for president. The Branch, however, makes the final choice. No officer of the Branch or any candidate may preside over the election/nominating process.



