

MONACO AMERICA
Nominating Committee Responsibilities

1. General. The Nominating Committee consists of three members elected by the membership for two-year terms. The Nominating Committee will nominate candidates for the President, First Vice President, Second Vice President, Secretary, Treasurer, National Director, Alternate National Director, and three members for the Nominating Committee to stand for election by the membership. The Nominating Committee acts at the direction of the Executive Board and in accordance with the chapter By-Laws and Standing Rules.

2. Elections. The Nominating Committee will perform the following tasks to conduct an orderly and fair election.

a. Nominate qualified candidates for all elected offices. The Nominating Committee is responsible for obtaining one qualified candidate for each office. More than one member may stand for election to any office. Nominations will be accepted from the floor prior to the election. Nominations are closed one day prior to the election so that nominations from the floor will appear on the printed ballot.

b. Conduct the election. The Nominating Committee will perform the tasks needed to prepare for and conduct the election. If a person stands for election to an office and is unopposed, that person is deemed elected and there is no voting for that office.

c. Prepare printed ballots. Voting is done by private written ballot. Each family unit receives one ballot to vote. The ballot will contain the names of the candidates nominated for each office and a space for write-in candidates for each office.

d. Election volunteers. The Nominating Committee Chairperson and/or the Executive Board will select a minimum of two members to observe the election process and vote counting. The election volunteers may not be members of the Nominating Committee, any person holding an elected office, or any person whose name appears on the ballot.

e. Vote counting. The ballots will be counted apart from the membership with only the Nominating Committee and election volunteers present. The Nominating Committee Chairperson will open each ballot and read the votes aloud. Two Nominating Committee members will each separately record the votes and repeat the votes aloud for confirmation. When all votes are counted, the two vote records will be compared and must agree, or the counting process will be repeated until correct.

f. Eligible ballots. Questions about the legibility or intent of a voted ballot will be decided by a unanimous vote of the Nominating Committee. If the Nominating Committee vote is not unanimous, the question will be submitted to the Executive Board for a decision.

g. Vote results. Candidates receiving a majority vote count will be declared the winner. A majority is one-half the number of eligible ballots plus one. If no candidate receives a majority of the eligible votes cast, another election will be conducted. The ballots will be retained by the Nominating Committee for six months and if there are no questions about the ballots, the ballots will be destroyed.

3. Reports. Prior to an election, the Nominating Committee will submit a written report to the Executive Board of the list of the candidates for each office. After an election, the Nominating Committee will report the names of the elected candidates to the Executive Board in writing. The actual vote count will not be revealed at any time.