

LPS OF USA ELECTION OF THE EXECUTIVE COMMITTEE

POLICY AND PROCEDURES

July 11, 2013

Version 1.2

It is the express desire of LPS USA, that fair and comprehensive elections be conducted to nominate and elect duly qualified individuals to serve the best interests of their region and that of the greater national organization. In as much, the regions are encouraged to follow the procedure outlined below, both in spirit and process. At all relevant times, the overarching goal of sending a diverse, energetic and highly qualified group of leaders should be observed.

- I. GENERAL ADMINISTRATION:** The Election Committee shall conduct the annual elections. To the extent required and requested, the Election Committee of LPS USA shall assist in the election process and help resolve any issues related thereto. The Election Committee shall have the authority to determine or declare the final outcome of any election, such being reserved otherwise under the LPS USA Bylaws. The Election Committee will consist of the Ex-Officio and the immediate past Two Presidents. If this policy is violated in any way then those names will not be accepted by the Elections Committee.
- II. VOTING LISTS:** The current Board of Directors shall request, in writing (in electronic format or otherwise), a list of LPS OF USA Board members entitled to vote during the Executive Committee election no later than 30 days prior to the proposed date of the annual elections.
- III. NOMINATIONS:** The Nomination process that is implemented and outlined per the bylaws will be implemented for this procedure. Nominations for President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer, Youth Officers, Women Officers, Publication Officers, Vender Relations Officers, Member Relations Officers, Gaam Ambassador Relations Officers, and Information Technology Officers will be taken from the current board of directors.
 - A. Nominations for all executive board positions must be sent to the Election Committee 30 days prior to the annual elections.
 - B. A Board of Director may only be nominated for 2 positions on the Executive Committee. However, only one maybe for an Officer position. Officers defined as the President, 1st Vice President, 2nd Vice President, Secretary, Joint Secretary, Treasurer, and Joint Treasurer.

- C. If no advance nominations are received for any specific executive board position then the Election Committee will accept Floor Nominations from any current eligible board member during the scheduled annual election.
 - D. All nominations must be self-nominations
 - E. Any of these election requirements may be superseded with a 2/3 affirmative vote of the board of directors during an official election meeting when a quorum is present.
- IV. NO PROXY:** A board member must be present to vote and shall not be allowed to vote by proxy.
- V. PLACE OF MEETING/ELECTION:** All meetings for the purposes of conducting elections shall be held at designated board member meeting location or at such other place, as shall be specified in the notice of meeting. To the extent permissible, the timing shall be coordinated to maximize participation of the board members in the election process.
- VI. VOTING METHOD:** Any vote may be taken by voice or show of hands unless a candidate in person requests a secret ballot election, in which case written ballots shall be used. In such event, written ballots shall be in simple form (i.e. handwritten notes with candidate names, etc) and shall be counted by the Election Committee.
- VII. MAJORITY VOTE:** The affirmative vote of the majority members present shall control the ultimate outcome of the election(s).

Executive Board Nominations Form

DATE: _____

Instructions: This Form shall be submitted not less than thirty (30) days prior to the date of the Annual Election. At the request of any candidate that is nominated for any Executive Board Position of LPS of USA, the list of voting board members shall be sent by the LPS USA Secretary no less than fifteen (15) days prior to the Election. Any candidate for the Executive Board Position must sign this form to be eligible and can only be nominated for 1 position. Nominations for multiple positions that are signed by the board of director will result in disqualification.

Send completed Election Form to: *[Enter Name and Address]*

This Election Form must be completed and returned by mail *[or describe other means of submission and due date]*. If mailed, it must be post-marked no later than *[enter date]*.

Enter your name and the Position that you wish to nominated for to serve on the LPS of USA Executive Board. The nominated Board of Director must sign the nomination form in order for the Election Committee to review eligibility.

Name of LPS of USA Board Member

Nominating Position

Signature

This nomination is subject to approval by the Election Committee who at their sole discretion may qualify the above named individual for Annual Election of the Executive Board of LPS of USA.