

NATIONAL TUNIS SHEEP REGISTRY, INC.

ELECTION SOP

EFFECTIVE DATES:

31 May 2010

Revised 23 May 2014

ELECTION OFFICER:

Appointed Annually by BOD in November/December

REVISED BY:

Maryann McDonough, Bill Kerns, Todd Brisco

PURPOSE:

The purpose of the election officer is to follow the NTSRI constitution to oversee the regional election(s) of a governing board representative and alternate to NTSRI. The election officer will be chosen by the current NTSRI Board of Directors at their fall meeting. The election officer will be confirmed before December of each year.

RESPONSIBILITIES:

The election officer fulfills his/her purpose in the following ways:

1. Follows election process set up by Article 6 in the NTSRI constitution.
2. Begins election process by working with the current NTSRI board president and the secretary of NTSRI.
3. Determines which regions will have election(s).
4. Determines which members in these regions are eligible to vote in that they are 18 years of age or older and paid their adult dues by the end of the calendar year before the election. These members will receive a nomination letter and subsequently a voting ballot.
5. Begins nomination process the last week of January through the end of the second full week in February in the region(s) by sending a nomination letter and form to those members in good standing in the region (s) who paid their full dues in the previous year.
6. Verifies that each nominee is qualified to run, a member in good standing, and asks the candidates to accept his/her nomination and verifies that if he/she comes in second in the balloting that they will serve as the alternate director
7. Verifies that the nomination letter is signed by the nominating member
8. On voting ballots, enters the name of the nominee and a brief background of each nominee, if provided by the nominee in time.
9. Distributes ballots to voting members the first week of March with clear instructions for return and last postmark date acceptable for a valid vote. Establishes a unique numbering system for each ballot to identify members that received and returned ballots. Numbering system remains confidential with the Election Officer.
10. Counts all ballots on a day determined by the election officer before the last Saturday of March. Once the ballots have been counted, the election officer will report the count to the NTSRI board of directors by the last Saturday in March and submit for posting on the NTSRI website the same day.

11. Will contact the nominees with the results of the election(s) within 24 hours after the ballots have been counted.
12. Will keep all election ballots and their postmarked envelopes for 6 months and deliver them to the next NTSRI Board of Directors meeting, if requested.
13. In case of a tie vote for director, another vote will take place one week after the original day the vote was counted. Ballots will be sent again to the same members in that region with a letter to the membership stating that a tie has occurred and that they will need to vote again; the timeline will be identified in the ballot letter.
14. If there is only one person nominated and they accept the nomination, then that person will become the new director. The new director will then look for an alternate director in his region who is a member in good standing and make a recommendation to the Board.

INTERNAL COMMITTEE OPERATIONS:

The election officer will set up nomination letters and forms will set up ballots and count ballots. After the election process is completed, the officer will submit a report to the NTSRI board on the election results.

In the final report, the election officer will include how many nomination letters were sent out by each region(s), who was nominated and how many of these nominees accepted, and the final vote cast in the region(s) election(s). The report will show the total costs of the election. Sample nomination form(s) and ballot(s) should be included in the final report.

The election officer will turn in receipts of the election process, with an expense form, to the treasurer of NTSRI for expense reimbursement.

Complaints concerning the election process must be addressed to the election officer and to the President of the NTSRI in writing, clearly outlining the issue or concern. Suggestions for a possible remedy should also be included. This item will be presented and discussed at the next Board meeting of NTSRI for action.