

Election
of
Lodge Officers
Handbook

Revised
January 2011

FORWARD

Brothers:

This handbook is intended to be a useful tool to provide you with information and guidelines that will not only clarify the process to elect officers, but ensure a smooth transition of officers with optimal efficiency for the lodge and its membership.

This handbook in no way supersedes the Constitution and General Laws of the Loyal Order of Moose, currently in effect, which should be read in its entirety and specifically Chapter 33 that explains the election process.

We hope this handbook will answer any questions you have regarding the election process. However, if you are confused or still have a question about the procedures involved you should:

- (1) Study the General Laws (Chapter 33) and this handbook to clarify the point of issue in question.
- (2) After studying the General Laws, if you are still unsure or unclear on the point or issue, talk with other experienced members (i.e. Past Governors) your District President, a State Officer or your State, Regional or Provincial Manager.
- (3) After exhausting (1) and (2) above, if time allows, submit your question in writing, to the General Governor's office for clarification. If not and time is of the essence, call the General Governor's office for assistance at (630) 966-2207. Written questions may be faxed to (630) 966-2208.

Good Luck!

(Revised January 2011 – Please disregard all previous editions)

TABLE OF CONTENTS

| <u>Chapter</u> | <u>Subject</u> | <u>Page</u> |
|-----------------------|---|--------------------|
| One | Introduction. | |
| | A. Purpose of Elections. | 4 |
| Two | Elected Lodge Officers. | |
| | A. Responsibilities of Officers | 5 |
| | B. Qualification. | 6 |
| | C. Eligibility Requirements. | 6 |
| | D. Ineligibility | 7 |
| Three | Nominating Committee. | |
| | A. Appointment | 8 |
| | B. Procedure. | 8 |
| | C. Reporting. | 8 |
| | D. Vacancies. | 9 |
| Four | Petitioning. | |
| | A. Requirement/Eligibility | 10 |
| | B. Procedures | 10 |
| | C. Invalid Petitions | 10 |
| Five | Campaigning. | |
| | A. Policy | 11 |
| Six | Election Committee. | |
| | A. Appointment. | 12 |
| | B. Procedure | 12 |
| | C. Reporting | 12 |
| | D. Election Challenges. | 12 |
| Seven | Voting/Election. | |
| | A. Voting Sign of the Order. | 13 |
| | B. Paper Ballot | 13 |
| | C. Australian Ballot. | 13 |
| | D. Election | 14 |
| Eight | Installation of Officers. | |
| | A. Requirement | 15 |

| | |
|-------------------------------------|-----------|
| Questions & Answers..... | 16 |
| Forms..... | 20 |

CHAPTER ONE

INTRODUCTION

A. Purpose of Elections.

Every lodge is required by the Constitution and General Laws to hold an election of officers in April each year. The only exceptions are: (1) a newly instituted lodge, (2) one that has received written approval from the General Governor, based upon membership action, or (3) an emergency situation requiring the election to be changed or waived.

Every lodge is incorporated and required to have corporate officers. The corporate officers: President, Vice-President, Secretary, and Treasurer are the elected Governor, Junior Governor, Administrator and Treasurer, respectively. The election of officers is important because lodge members are simultaneously electing both the fraternal and corporate officers of the lodge. The corporate officers are legally responsible for the corporation and have a fiduciary responsibility to protect and preserve corporate assets.

A progression through the chairs of the lodge is recommended for the best interest

and success of the lodge. While it is not compulsory, in those cases where progression through the chairs is followed, more qualified and experienced officers are elected resulting in continued good business practices in the lodge and social quarters.

However, if this is not possible, the information in this booklet and the "Question and Answer" section should be carefully reviewed to avoid any possible misunderstanding or confusion in connection with the nomination and election of officers.

This information should be made available to the Nominating Committee for its meetings. Consequently, many questions can be settled immediately, which would otherwise require correspondence and delay if referred to the General Governor's office for decision.

We are confident that if you properly understand this information, the nomination and election of officers will proceed in a correct manner and cooperation and harmony will prevail within the lodge and its membership.

CHAPTER TWO

ELECTED LODGE OFFICERS

A. Responsibilities Of Officers

The Nominating Committee should familiarize itself with the various duties and responsibilities of each office in order to convey this information to prospective candidates. Primary responsibilities include:

Governor:

He shall preside at all lodge meetings, preserve order, apply and enforce all the laws of the Order and appoint certain officers, chairmen of standing committees and the auditing committee as required by the General Laws. He shall chair the House Committee, Admissions Committee, be a member of most other lodge committees and oversee the deposit of lodge funds. He, or the Treasurer, shall sign all checks drawn by the Administrator. He shall order members dropped or expelled from the rolls when deemed proper, oversee visitation of the sick and, when requested, make arrangements for memorial services.

The Governor may impose reasonable fines upon lodge members for offenses or misconduct committed in his presence in meetings, anytime on lodge property or during lodge sponsored activities off lodge property. Any member failing to pay the fine within thirty (30) days after written notice may be dropped from the rolls of the lodge.

He may declare any office vacant (except Jr. Past Governor) if the office holder has had three unexcused absences (See Section 35.11).

Junior Governor:

During the absence of the Governor, he presides over meetings of the lodge and House Committee. In case of vacancy in the office of Governor, he becomes the Acting Governor and performs all the duties and responsibilities of the office of Governor. He is a member of the House Committee, Mooseheart-Moosehaven Admissions Committee, and performs all other duties required by the laws of the Order.

Prelate:

He is a member of the House Committee and, in the absence of the Governor and Junior Governor, presides over the deliberations of the lodge. He performs all other duties required of him by the laws of the Order. He serves on the Auditing Committee as a member, but not as its chairman. It is his duty to visit the sick, disabled and distressed, whenever possible, and make a full report at each lodge meeting.

Treasurer:

He shall receive and receipt (initial) all deposit slips of the lodge, and with the Governor and Administrator, be custodian of all securities and perform all other duties required of him by the laws of the Order. He, or the Governor, shall sign all checks drawn by the Administrator. He shall relinquish all lodge property to his successor.

He performs the duties and responsibilities of Administrator if that office becomes vacant until the Board of Officers appoints an Acting Administrator, or the lodge elects an Administrator.

Trustee(s):

They shall inventory all furniture and fixtures and other physical property of the lodge at least once each year, examine and approve all bills (except recurring overhead items) and make recommendations regarding their payment. They shall perform all other duties as required by the laws of the Order. The Trustees shall compile an annual inventory of the physical property of the lodge and a monthly inventory of merchandise for resale.

Junior Past Governor:

The office of Junior Past Governor is not an elective position, but is served by the retiring Governor, if that term was completed and began before November 1st. In the event the retiring Governor cannot serve or is unavailable, the next available Past Governor, who completed his term in order of juniority, shall serve. Past Governor is a condition and not an office. He may declare the office of Governor vacant if the Governor is absent from three (3) regular/general membership meetings of the lodge, Board of Officers' meetings, House Committee meetings, lodge enrollment ceremonies or a combination thereof without being excused from the presiding officer(s).

B. Qualification

Only lodge members whose dues are paid and in good standing may be considered for elective office. To be an elected officer of a lodge, the officer must be a member of that lodge. The offices of Treasurer and Trustee only require that the member be in good standing at the time of the Nominating Committee report.

A member is not eligible for the office of Governor, Junior Governor or Prelate unless his membership in the lodge in which he seeks office equals or exceeds six (6) months preceding the date of the election. (This does

not apply to a newly instituted lodge.)

A member must have served at least one (1) term [twelve (12) full months] in another elective office [not a combination of one (1) year in elective offices] of the lodge in which he seeks office before his name may be placed in nomination for the office of Governor.

Exemption from these qualifications requires a special dispensation from the General Governor and will only be granted in exceptional circumstances. A special dispensation will only be granted after the General Governor receives a letter signed by a majority of the Nominating Committee stating that no other qualified member has applied for that specific office.

FORM A in the "Forms" section of this handbook can be used to request a dispensation for a member who has less than six (6) months service in the lodge if the Nominating Committee desires to place him on the ballot for an office with this minimum requirement.

FORM B in the "Forms" section of this handbook can be used to request a dispensation for a member who has not served a complete twelve (12) months term in another elected office of the lodge, and the Nominating Committee desires to nominate him for the office of Governor.

No elected officer shall be eligible to serve more than two (2) consecutive terms in any one (1) office unless a dispensation is obtained from the General Governor. A dispensation will only be granted in exceptional circumstances and for compelling reasons. (Note: This provision does not apply to Administrators. Acting Administrators serve for a period not exceeding six (6) months. Elected Administrators serve for a term of satisfactory service.)

FORM C in the "Forms" section of this handbook can be used to request a dispensation for a member who has served two consecutive terms in an office. The Nominating Committee must want to nominate the member for a third term and not have received any other applications for that office.

C. Eligibility Requirements

Any member desiring to run for an elective office shall submit his name to the Nominating Committee at least one (1) week prior to the date the Nominating Committee is required to make its report at a regular/general membership meeting.

(Suggested format for submitting name for consideration by the Nominating Committee)

I, **Brother** _____,
(Include first, middle (and/or nickname) and last name)
wish to be considered for the office of _____.
(state title of office)

I recognize the responsibilities and duties of the office and am willing to devote the necessary time and effort required by the office if elected.

Signature

Date

A member under suspension because of

disciplinary charges preferred against him, is eligible as a candidate for election to office if his dues are current and he is not otherwise disqualified. If found guilty of a charge affecting his membership, or if he has been removed from office rendering him ineligible to hold office for three (3) years, the office shall be declared vacant and the lodge shall proceed to fill the vacancy according to Section 33.10 of the General Laws. No member shall be eligible for election to more than one (1) office in the lodge at the same time.

D. Ineligibility

Any member removed from office by the General Governor for disciplinary reasons, or who resigned from office at the request of the General Governor, is not eligible to hold office again for a three (3) year period except upon prior written dispensation from the General Governor. If the penalty fixed on a disciplinary charge is "Removal from Office", by a Commissioner, the removed officer shall thereafter be ineligible to hold any office except by special dispensation from the General Governor. An office declared vacant in accordance with Section 35.11 of the General Laws is not considered a "removal" from office.

CHAPTER THREE

NOMINATING COMMITTEE

A. Appointment

The Nominating Committee is probably the most important committee of the lodge. Success of the lodge depends to a great extent on this committee nominating good officer candidates to the membership. Members of the Nominating Committee should not consider this duty lightly. Careful evaluation should be given to individual qualifications (with particular emphasis on leadership ability), and the willingness of each individual to contribute his time and effort to the best interests of the lodge.

The Governor shall appoint the Nominating Committee not later than the last regular/general membership meeting in February for the general election, and not later than three weeks (3) prior to any special election. The committee must give a verbal report in the regular/general membership meeting and, in addition, give the Administrator written notice of the time and location of the committee's meeting(s). The notice must be attached to the lodge minutes.

The Nominating Committee is composed of:

- 1. Eight (8) elected officers of the lodge.**
- 2. Five (5) Past Governors in their order of juniority by service in that lodge (if the lodge has so many available.)**
- 3. Five (5) members of the lodge to be appointed by the Governor, who are either appointed officers, committee chairmen or Past Governors (honorary or by service).**

A larger committee may be assembled when the lodge deems it necessary for the good of the lodge. The Governor of the lodge is generally the chairman of this committee, but if the Governor declines, another qualified member may be appointed by the Governor to chair the committee.

B. Procedure

To properly perform its duties, it is recommended that the Nominating Committee hold at least three (3) meetings. The first meeting should be used to establish the general rules of procedure to be followed by this committee. The committee should interview all members desiring to be nominated prior to deciding who will be nominated. All actions of the Nominating Committee shall be by majority vote.

The Nominating Committee's primary responsibility is to select at least one (1) member for each of the elective offices to be filled. Any nomination must be based upon the member's qualifications, his desire to run for office and his availability to serve. The committee may nominate more than one (1) member for a particular office for the membership's consideration. The committee may also on its own consider and recommend qualified candidates.

To provide for open and candid discussions regarding the qualifications of members desiring to be nominated for office, comments made by committee members during meetings of the Nominating Committee should be held in the strictest of confidence.

C. Reporting

A written report listing the nominees by office must be presented to the lodge at a regular/general membership meeting. This report must be submitted at least two (2) weeks prior to the date of the general or special election. These names are placed upon the official lodge ballot for those offices requiring use of paper ballot (versus voting sign of the Order). No nominations may be made from the floor. The written copy of the Nominating Committee report must be attached to the lodge regular/general membership meeting minutes. A sample report of the Nominating Committee is included in the "Forms" section of this handbook labeled as **FORM D**. After the written report has been given to the lodge, the Nominating Committee is automatically dissolved. Subsequent elections require the formation of a new committee.

D. Vacancies

On or after November 1st, if a vacancy occurs in any elective office other than Governor or Administrator, the office shall be filled by appointment by the Governor until the next general election, subject to approval of the membership. On or after November 1st if a vacancy occurs in the office of Governor, the appointment shall be by the Board of Officers, subject to approval of the membership until the next general election. All vacancies occurring on or after November 1st shall be filled by appointment. A special election cannot be held.

Vacancies occurring prior to November 1st shall be announced at a general membership meeting by the Governor and filled by special election. The Governor must appoint a Nominating Committee whenever a special election is required by virtue of a vacancy due to a death, resignation or forfeiture of an office (except Administrator). This reformation of the Nominating Committee is a new committee appointed in accordance with the General Laws. The Nominating Committee is not a standing committee.

In those situations requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the lodge at a regular/general membership meeting as quickly as possible after its appointment and organization. The special election may be held not less than two (2) weeks following the written and verbal report of the Nominating Committee.

For good cause shown, the General Governor may issue a special dispensation waiving any election and authorize the vacancy be filled by appointment.

The General Governor may declare any office vacant for a violation by the office holder of the General Laws or policies of Moose International and appoint a qualified member of the lodge to fill the vacancy created.

CHAPTER FOUR

PETITIONING

A. Requirements/Eligibility

Any eligible member who has submitted his name to the Nominating Committee for a specific office and not nominated, who desires to be nominated for that office, may have his name placed upon the official ballot, by valid petition, for that office only.

If the Nominating Committee nominates a member for a particular office and the member declines to run for that office, he may not later change his mind and run for the same office by petition. A member nominated for an office to which he did not express an interest and who has declined the nomination for that office, may be considered for another office by submitting his name to the Nominating Committee for the office he desires. If he is not nominated for the office he seeks, he may submit a valid petition for that office.

The petition must contain signatures of at least ten (10) percent of the lodge's first five hundred (500) members and five (5) percent of the membership in excess of five hundred (500). All signers must be in good standing and not in arrears for dues at the time of signing the petition. The petition must contain the member's printed name, Moose membership identification number, signature and the date he signed it.

Petition sheets, similar to **FORM E** in the "Forms" section of this handbook can be obtained from the lodge Administrator after the close of the meeting at which the Nominating Committee makes its report to the lodge of the nominees. Any signatures appearing on a petition prior to the report of the Nominating Committee are invalid and void.

The properly completed petition must be delivered to the Administrator at least one (1) week before the regular or special election. No paid employee of the lodge shall be involved in any electioneering or the circulating of petitions. Petitions may be circulated on lodge property in accordance with reasonable rules established by the House Committee. Reasonable rules usually include a prohibition against circulating a petition at meetings, special social events, during meals, etc.

C. Invalid Petitions

No petition shall be honored that carries signatures placed upon it prior to the official report of the Nominating Committee to the membership at a regular/general membership meeting. The Administrator should initial and date all blank petition forms before handing them out to qualified petitioners.

B. Procedures

CHAPTER FIVE

CAMPAIGNING

A. Policy.

The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a member or anyone acting on his behalf, suggesting, recommending, opposing or containing the names of any proposed

candidates for office, is strictly prohibited. Electronic media does not include the use of the telephone. For any violation of this section, the General Governor may suspend the membership of the offending member(s) and, declare the election of such officer(s) void and order a new election. Verbal campaigning is allowed.

CHAPTER SIX

ELECTION COMMITTEE

A. Appointment.

The Governor shall appoint an Election Committee composed of three (3) good standing members of the lodge, who are not officers or candidates for elective office. They shall conduct the election, pass on all questions concerning the election, count the ballots and make written report to the lodge of the election results.

B. Procedure.

The Election Committee is responsible for security and at no time shall any ballots or the ballot box be left unattended by a member of the committee. The committee must ensure that only members of the lodge in good standing are allowed to vote. Ballots should be counted (not numbered) to verify the number of members voting with the number of ballots used. The ballots shall remain in the possession of the Election Committee for a period of forty-eight (48) hours after the election. The ballot box must be sealed and initialed by the Election Committee members. If there is no written challenge to the election within forty-eight (48) hours, the ballots shall be destroyed.

C. Reporting.

Upon completion of the voting, the Election Committee will retire to the back of

the lodge room to count the ballots. After the ballots have been tallied, the Election Committee prepares, signs and files a written report with the lodge. The presiding officer verbally reads the report to the lodge.

A sample report of the Election Committee is included in the “Forms” section of this handbook as **FORM F**. It is required that each member of the committee sign the report and the report be attached to the lodge minutes.

D. Election Challenges.

If written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, they shall impound the ballots pending final determination by the Election Committee, the General Governor or appellate tribunal. Challenges or complaints regarding the election process **must** be made to the Election Committee. The challenger must be allowed to witness the recount along with the Election Committee.

(Reminder - The Election Committee must keep a record of all ballots issued. The ballots shall **not** be numbered. After the election has been decided, the ballots must be held for at least forty-eight (48) hours in the event a challenge is made.)

CHAPTER SEVEN

VOTING/ELECTION

A. Voting Sign of the Order.

For those offices having only one (1) nominee, the lodge may (by approval of the membership) dispense with the necessity of a paper ballot and conduct the election using the usual voting sign of the Order. This must be decided at a regular/general membership meeting prior to the election and should immediately follow the Nominating Committee's written report of the nominees selected. Typically, an election by the voting sign of the Order will be held for all uncontested offices and an election by paper ballot for only contested offices. However, it is permissible to conduct an election by paper ballot for each nominee. Any "uncontested" nominee receiving one (1) "yes" vote is automatically elected, as "no" votes are not counted. The purpose of conducting an election by the voting sign of the Order is to streamline the election process and alleviate the unnecessary use of a paper ballot.

If the voting sign of the Order has previously been approved and is going to be used for election of uncontested offices, this method must be used for **all** uncontested offices. At the beginning of the meeting when the election is held, the chair should read to the membership the Nominating Committee's report of the committee's nominees who have no opposition. The chair calls for a motion to adopt the recommendation of the Nominating Committee and to elect those uncontested nominees for the offices specified. After receiving a motion and a second, the chair would ask all those in favor to raise their hands and then all those opposed to raise their hands. In the unlikely event the "no's" should prevail, all the

candidates shall then have their names placed upon a paper ballot and the election shall proceed. If a nominee receives one "yes" vote, he is automatically elected since "no" votes are not counted.

(Note: If anyone doesn't like this system, they should submit their name for nomination and run by petition if not nominated. Otherwise, a member has no basis to complain or vote someone down if they aren't willing to serve or at least get another qualified member to run for office. The only time that elections are by simple majority vote is when the petition process is not used and nominations are made from the floor with prior approval of the General Governor.)

B. Paper Ballot.

A paper ballot must be prepared for each office having two (2) or more nominees (nominated by the Nominating Committee or by petition). A sample of a paper ballot is included in the "Forms" section of this handbook as **FORM G**. If there are two (2) candidates for an office to be voted on, the candidate receiving a majority of votes cast for each office is declared elected. If more than two (2) candidates are on the ballot for any office, the candidate receiving a plurality of votes cast is declared elected. A unanimous ballot or election by acclamation is not appropriate in a contested election.

C. Australian Ballot.

A lodge may by majority vote elect to use the Australian ballot. This is a ballot extending over a period of time, usually several hours versus being conducted during the meeting. This type of ballot can be useful to lodges with shift workers and other situations whereby it is difficult for some members to attend meetings. Obviously, this decision must be made in advance of the election. A vote to use the Australian ballot may be held at any regular/general membership meeting prior to the election including the meeting at which the report of the Nominating Committee is made. During the vote to utilize the Australian ballot, the location and hours of balloting must also be established. If time permits, hours and location of the balloting should be published in the lodge newsletter. This same information should be posted in the lodge. The vote to utilize the Australian ballot must precede each general election by at least two (2) weeks. **The election may not be held on any day other than the day of a regular/general membership meeting.**

Important: If the Australian ballot is used and the election is contested and declared void by the General Governor, the lodge will thereafter be prohibited from using the Australian ballot unless a special dispensation is issued by the General Governor.

D. Election.

The general election shall be held at the first regular/general membership meeting in April, providing the election follows the report of the Nominating Committee by a

least two (2) weeks. Even if there is only one (1) candidate for each office, an election must be held. The election cannot be waived by the lodge.

If the election is held during the lodge meeting, (versus Australian ballot method) it should be the first order of business after the meeting is opened. A late arriving member may be allowed to vote if the election is still in progress. Only members who have their dues paid up to or beyond the date of the election and are in good standing are eligible to vote in the election of officers.

A member may only vote for one (1) candidate for each office. No absentee ballot, write-in ballot or proxy shall be allowed. Each member desiring to vote must do so in person. After all ballots have been cast, the Election Committee retires to count and tabulate the ballots. This should take place in the lodge room if space permits.

In the case of a tie vote, the nominees may elect to have the presiding officer flip a coin, cut cards, or choose to have another election for that office, with only the tied nominees being considered.

Regardless which method is used (Australian ballot or election during the regular/general membership meeting) the election must conclude in time for the Election Committee to count and tabulate the ballots and give the results to the presiding officer who announces the election results. This announcement may be the last item of business before closing the meeting.

CHAPTER 8

INSTALLATION OF OFFICERS

A. Requirements.

All elected officers shall be installed at the last meeting of April, or at a special installation ceremony approved by the lodge Board of Officers prior to April 30.

The Junior Past Governor (who served as such during the past year) shall be the installing officer of his lodge. If for any

reason, the Junior Past Governor cannot act, any Past Governor of the Order, appointed by the Governor-elect may conduct the installation ceremonies. The Installation Ceremony for Lodge Officers is contained in the Handbook for Installation of Officers.

All duly elected and installed officers shall take office as of midnight, April 30.

QUESTIONS AND ANSWERS

1. Does the lodge have the right to nominate and elect officers without following the nominating procedure?

No.

2. Must the Nominating Committee confine its recommendations to the names, submitted to it?

No. The Nominating Committee shall select at least one (1) candidate for each office to be filled from the names submitted or it may reject any names, and make other nominations.

3. Just because a member's name is considered during the Nominating Committee meeting, is the name automatically placed on the ballot as a candidate?

No. The Nominating Committee must consider the qualifications, ability and willingness to serve of each suggested nominee. (See answer to question 2.)

4. Can the Nominating Committee nominate an Administrator?

No. The selection of an Administrator is made by the Board of Officers and voted upon by the membership. There is no contest in the selection of an Administrator. The Administrator elected by the Lodge serves for a term of satisfactory service. The Board of Officers may name an Acting Administrator (without lodge approval) to serve for a period not to exceed six (6) months.

5. Can a Trustee, whose term will not expire for one (1) or two (2) years, be nominated for Governor or some other office?

Yes. But he must resign his present office; thereby creating a vacancy that shall be filled at the regular or special election. His resignation must be effective on April 30 for regular elections and effective on the actual date of a special election. He must have completed at least one (1) year in an elective office in the lodge to be eligible for the office of Governor.

6. After a candidate is nominated, can he verbally solicit support by asking other members to vote for him at election time?

Yes. However, there can be no printed or written materials circulated (i.e., letters, tickets, resolutions, sample ballots, etc.). Verbally asking a member for his support is allowed.

7. In the nomination and election of lodge Trustees, can names be placed on the ballot without designating the specific office?

No. The number of votes cast for each candidate cannot determine the office to which each is elected.

8. May blank space be provided on a ballot so that names may be inserted at the election?

No. The ballot shall carry only names of those nominated by the Nominating Committee or by valid petition.

9. What is juniority of a Past Governor?

Juniority means the order in which he most recently acquired title by service. Honorary Past Governors are not included in the juniority list.

10. Can a Past Governor be a candidate for office?

Yes. If he is otherwise eligible.

11. Can a member be eligible for election to more than one (1) office in the lodge at the same time?

No.

12. Who are eligible as candidates for the offices of Treasurer, Trustee?

Any good standing member of the lodge.

13. Can petitions be circulated in the lodge or social quarters area?

Yes. Reasonable rules should be established in advance by the House Committee to govern solicitation at particular functions. At no time may a "paid" employee of the lodge circulate petitions. Good standing members of the lodge may assist a petitioner in obtaining the required signatures for his petition.

14. May a lodge hold its general election of officers at any time it may determine?

No. Our laws provide that officers shall be nominated at the last meeting in March of each year and shall be elected at the first meeting in April, providing the election follows the report of the Nominating Committee by at least two (2) weeks.

15. By what authority may the Australian ballot be used?

The lodge may, by majority vote, elect to use the Australian Ballot. The vote must be conducted at a general membership meeting at least two (2) weeks in advance of the election.

16. Is a member whose membership card expires March 31 eligible to vote in the general election?

No. The fifteen (15) day grace period for a member to pay his dues does not qualify him to vote, as he will not be in good standing on April 1st. A member must have a membership card paid up to or beyond the date of the election.

17. Is a member whose membership card has expired eligible to vote in a special election?

No.

18. In voting, what constitutes (a) a majority, 2 or less candidates, (b) a plurality, 3 or more candidates?

A majority or plurality is when a candidate receives more votes than any other candidate for the same office.

19. When should officers be installed?

At the last meeting in April, or at a special installation ceremony approved by the Board of Officers prior to April 30th. New terms begin May 1st.

20. Can the Governor vote at the election of Officers?

Yes. He has the right to same vote as any other good standing member.

21. Who officially represents the lodge as a representative to a Supreme Lodge Convention or as a delegate to the state or provincial association?

It is *recommended* the Governor and Administrator be the lodge's representatives. However, any good standing member selected by the lodge membership may serve as a representative, delegate or alternate. Each lodge is entitled to have two (2) representatives to the Supreme Lodge. Representation at state, territory or provincial association conventions, conferences, meetings, etc. is required.

22. Should a sample ballot be printed in the lodge publication immediately following the report of the Nominating Committee?

No. A sample ballot should not be printed until sufficient time has elapsed to permit petitions. After the petition period has expired, the lodge may post a sample ballot or list of nominees for each office.

23. Can a candidate have the name he is known by used on the ballot in lieu of his given name?

Yes.

24. The 3-year trustee was appointed by the Governor in January and approved by the membership at the following regular/general membership meeting. Does both the 2-year and 3-year trustee offices have to be declared open in the upcoming general election to be held in April?

Yes. The General Laws states that the appointment is effective only until the next general election.

25. The Governor was elected and installed to fill the vacated office on October 1. Can he run for the office of Governor again the following year?

Yes. He can run the following year, however, that will be his second term and he will not be allowed to run a third time. If the Governor was appointed after November 1, it would not be considered a term for the purpose of serving two (2) consecutive terms.

26. Is a Past Governor of another lodge who has transferred into your lodge considered a Past Governor of your lodge?

No. He is a Past Governor of the lodge in which he actually served and is considered a Past Governor of the Order. He is not a Past Governor of your lodge because he has not fulfilled the condition of having completed a term as Governor of your lodge.

27. Is the lodge required to post or publish the meetings and schedule of events of the Nominating Committee, and for general or special elections?

No. It is only required that the Nominating Committee provide the Administrator with a written notice and give a verbal report at a regular/general membership meeting. Although it is not necessary, there is nothing that prohibits posting or publishing this information.

The following sample schedule is provided for a lodge that meets on the second and fourth Wednesday of each month

NOMINATING/GENERAL ELECTION NOTICE

- | | |
|--------------------------|--|
| 4 th Wed FEB* | Report of Nominating Committee time and place of meetings. |
| 3 rd Wed MAR | Last day for members to submit name to be considered for nomination to desired office. |
| 4 th Wed MAR* | Nominating Committee Report of those nominated. |
| 1 st Wed APR | Last day for those eligible to submit petitions to the Administrator. |
| 2 nd Wed APR* | General Election. |

(* Regular/general membership meeting days.)

FORMS

- FORM A** - Request for Dispensation – Less than six-months in Lodge
- FORM B** - Request for Dispensation – Less than 12-months in elective Lodge office.
- FORM C** - Request for Dispensation – Serve Third Term
- FORM D** - Sample Report of the Nominating Committee
- FORM E** - Sample Nomination Petition
- FORM F** - Sample Report of the Election Committee
- FORM G** - Sample Ballot

FORM A – Less than six-months in Lodge

Request for Dispensation

From: Nominating Committee of _____ Lodge No. _____

To: General Governor's Office

Date: _____

DISPENSATION REQUEST FOR MEMBER WITH LESS THAN MINIMUM QUALIFICATIONS:

The Nominating Committee has met and hereby certifies that there is not a qualified member seeking or available to be nominated for the office of _____. No qualified member that has been a member of this lodge for at least six months has submitted his name. We are requesting a dispensation to allow Brother _____, MID _____, to have his name placed in nomination for the office of _____.

Listed below are the members of the Nominating Committee, including sufficient signatures to constitute a majority of the committee:

| <u>Name</u> | <u>Phone Number</u> | <u>Position</u> | <u>Signature</u> |
|-------------|---------------------|-----------------|------------------|
| _____ | _____ | Governor | _____ |
| _____ | _____ | Junior Governor | _____ |
| _____ | _____ | Prelate | _____ |
| _____ | _____ | Treasurer | _____ |
| _____ | _____ | 1-Yr Trustee | _____ |
| _____ | _____ | 2-Yr Trustee | _____ |
| _____ | _____ | 3-Yr Trustee | _____ |
| _____ | _____ | Administrator | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

FORMS B – Less than 12-months in elective office in Lodge

Request for Dispensation

From: Nominating Committee of _____ Lodge No. _____

To: General Governor's Office

Date: _____

DISPENSATION REQUEST FOR MEMBER LESS THAN 12-MONTHS IN ELECTIVE OFFICE:

The Nominating Committee has met and hereby certifies that there is not a qualified member seeking or available to be nominated for the office of Governor. No qualified member that has served at least one term in another elective office in this lodge has submitted his name. We are requesting a dispensation to allow Brother _____, MID _____, to have his name placed in nomination for the office of Governor.

Listed below are the members of the Nominating Committee, including sufficient signatures to constitute a majority of the committee:

| <u>Name</u> | <u>Phone Number</u> | <u>Position</u> | <u>Signature</u> |
|-------------|---------------------|-----------------|------------------|
| _____ | _____ | Governor | _____ |
| _____ | _____ | Junior Governor | _____ |
| _____ | _____ | Prelate | _____ |
| _____ | _____ | Treasurer | _____ |
| _____ | _____ | 1-Yr Trustee | _____ |
| _____ | _____ | 2-Yr Trustee | _____ |
| _____ | _____ | 3-Yr Trustee | _____ |
| _____ | _____ | Administrator | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

FORM C – Serve Third Term

Request for Dispensation

From: Nominating Committee of _____ Lodge No. _____

To: General Governor's Office

Date: _____

DISPENSATION REQUEST FOR MEMBER TO SERVE A THIRD TERM:

The Nominating Committee has met and hereby certifies that there is not a qualified member seeking or available to be nominated for the office of _____. We are requesting a dispensation to allow Brother _____, MID _____, to have his name placed in nomination for the office of _____ for a third term.

Listed below are the members of the Nominating Committee, including sufficient signatures to constitute a majority of the committee:

| <u>Name</u> | <u>Phone Number</u> | <u>Position</u> | <u>Signature</u> |
|-------------|---------------------|-----------------|------------------|
| _____ | _____ | Governor | _____ |
| _____ | _____ | Junior Governor | _____ |
| _____ | _____ | Prelate | _____ |
| _____ | _____ | Treasurer | _____ |
| _____ | _____ | 1-Yr Trustee | _____ |
| _____ | _____ | 2-Yr Trustee | _____ |
| _____ | _____ | 3-Yr Trustee | _____ |
| _____ | _____ | Administrator | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | Past Governor | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

FORM D – Sample Report of the Nominating Committee

Report of the Nominating Committee (Sample)

The Nominating Committee submits the following nominations for the offices indicated:

| | | |
|--------------|---|-----------------|
| John Johns | - | Governor |
| Scott Smith | - | Junior Governor |
| Henry Heath | - | Prelate |
| Dennis Downs | - | Treasurer |
| Peter Porter | - | 3-Yr Trustee |
| Bruce Boxer | - | 3-Yr Trustee |

The following members submitted their name for the specific office indicated, but were not nominated by the Nominating Committee:

| | | |
|---------------|---|--------------|
| Fred Farley | - | Jr. Governor |
| Eddie Eastery | - | Treasurer |

The above two members are eligible to run by petition. The petition must comply with the requirements of Section 35.4 of the General Laws. The completed petitions must be delivered to the Administrator no later than one-week prior to the day of the election.

The above report was also verbally given by the Nominating Committee at the regular/general membership meeting held on _____, _____ in accordance with Section 35.3 of the General Laws.

Keith Killjoy, Chairman
Nominating Committee

FORM F – Sample Report of the Election Committee

Report of the Election Committee

A. Uncontested Offices

| | |
|---|----|
| Number of votes cast | 38 |
| Number of votes necessary to be elected | 1 |
| John Johns (Governor) received | 38 |
| Scott Smith (Junior Governor) received | 38 |
| Henry Heath (Prelate) received | 37 |

B. Contested Offices

| | |
|---|----|
| Number of votes cast | 38 |
| Number of votes necessary to be elected | 20 |
| (1) Office of Treasurer | |
| Dennis Downs received | 29 |
| Eddie Eastery received | 9 |
| (2) Office of 3-Year Trustee | |
| Peter Porter received | 26 |
| Bruce Boxer received | 9 |

C. Illegal Votes Cast

| | |
|---|---|
| Write-in votes for Charlie Counts for Trustee | 2 |
| 1 ballot with both names checked for Trustee (rejected) | 1 |

Dan Delbert,
Chairman
Election Committee

George Golf
Committeeman
Election Committee

Luke Ludwick
Committeeman
Election Committee

FORM G – Sample Ballot

ELECTION OF LODGE OFFICERS LODGE NO. _____

Governor

John Johns

Junior Governor

Scott Smith

Prelate

Henry Heath

Treasurer (Vote for one)

Dennis Downs

Eddie Eastery

Trustee (3-Year) (Vote for one)

Peter Porter

Bruce Boxer

After voting, fold ballot once and deposit in the ballot box or hand deliver to a member of the Election Committee.