

*Guidelines For*  
Nominating and Electing



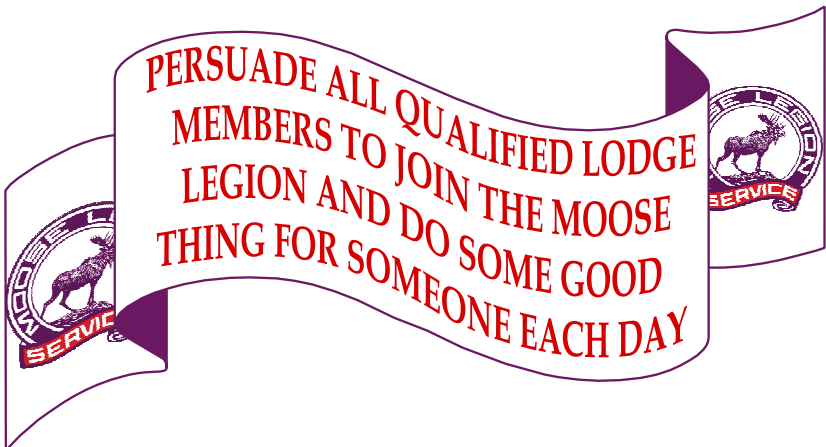
Moose Legion  
Directors

*The Moose Legion is  
known as the  
Degree of Service*

*Our Mission. . .*



*Our Vision. . .*

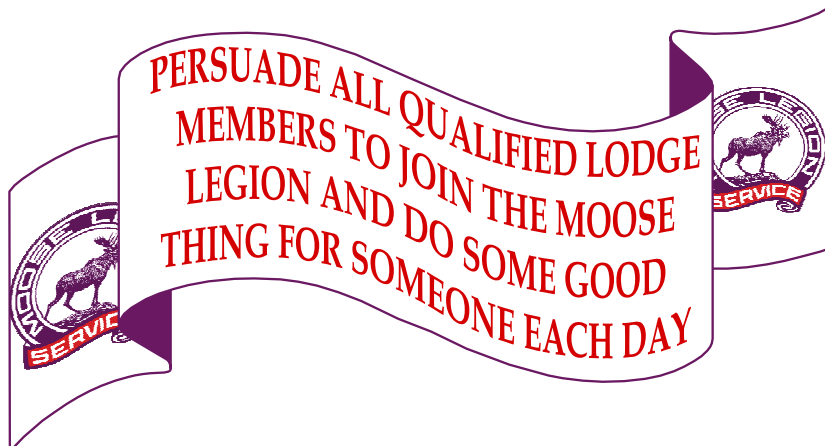


*The Moose Legion is  
known as the*  
**Degree of Service**

*Our Mission. . .*



*Our Vision. . .*



## FOREWORD

The enclosed information and guidelines are intended as a useful tool that will help clarify the process of electing Directors and ensuring a smooth transition of leadership for the Moose Legion and its membership.

These guidelines in no way supersede the Moose Legion Code of Rules or the Constitution and General Laws of the Loyal Order of Moose currently in effect, both of which should be thoroughly reviewed.



Director - *One of a group of persons entrusted with the overall direction of a corporate enterprise.*

# CONTENTS

<b>FOREWORD</b> .....	1
<b>NOMINATING COMMITTEE</b>	
(Reference Chapter 11 of the Code of Rules)	
Organization .....	3
Composition .....	3
Meetings .....	3
Responsibilities .....	3
Report to the Membership .....	3
Dissolution .....	4
<b>CAMPAIGNING</b> .....	4
<b>ELIGIBILITY OF NOMINEES</b> .....	4
Board of Directors .....	5
President .....	5
<b>ELECTION COMMITTEE</b> .....	5
<b>INSTALLATION OF DIRECTORS</b> .....	6
<b>VACANCIES</b> .....	7
<b>ELECTION OF DIRECTORS</b> .....	8
<b>VOTING</b> .....	8
By Ballot .....	8
Voting Sign of the Order .....	8
Sample Ballot .....	9
<b>QUESTIONS AND ANSWERS</b> .....	10-14
<b>RESPONSIBILITIES OF ELECTED DIRECTORS</b> .....	15
(Code of Rules Chapters 12 - 19)	
President .....	16
Vice-President .....	17
Chaplain .....	17
Fraternal Director .....	18
Financial Director .....	18
<b>CONCLUSION</b> .....	19

# **NOMINATING COMMITTEE**

## **Organization**

Every Moose Legion is required by the Code of Rules to hold an election of directors during the Annual Celebration scheduled between March 1 - April 30 of each year. The five (5) annually elected directors are President, Vice-President, Chaplain, Fraternal Director and Financial Director.

The only exceptions are: (1) a newly instituted Moose Legion, (2) a Moose Legion that has received written permission from the International Moose Legion Director, or (3) an emergency situation requiring an election to be changed or waived.

The Nominating Committee is probably the most important committee of the Moose Legion. Selection of qualified candidates will ensure success for the Moose Legion.

## **Composition**

The Nominating Committee consists of:

- The Board of Directors (7)
- The duly appointed Assistant Secretaries representing the Lodges within the jurisdiction.

## **Meetings**

The Nominating Committee meets at least forty-five (45) days prior to the Annual Celebration. The Secretary shall advise each member of the Nominating Committee of the date of this meeting at least thirty (30) days in advance of that meeting.

## **Responsibilities**

The Nominating Committee has two main responsibilities: Select at least one (1) Moose Legionnaire for each elected office and ensure that a diversity of Lodges are represented on the elected Board of Directors.

Nominees should possess the desire to run for office, leadership qualities, people skills and the willingness to contribute time and effort to the success of their Moose Legion. The committee may nominate more than one Moose Legionnaire for a particular office.

## **Report to the Membership**

A written report, listing the candidates by office, shall be presented to the membership a minimum of thirty (30) days prior to the election. This may be done via email. These names are placed upon the official Moose Legion ballot for those offices requiring use of paper ballot (versus voting sign of the Order). Petitions or nominations from the floor are prohibited.

## **Dissolution**

The Nominating Committee is not a standing committee. After the written report has been given to the Moose Legion, the Nominating Committee is automatically dissolved. Subsequent elections require the committee to meet again.

## **CAMPAIGNING**

The printing, circulating or distribution of resolutions, letters, tickets, other written or printed materials, or through any electronic media by a Moose Legionnaire or anyone acting on his behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is strictly prohibited. For any violation of this section, the offending member(s) may be suspended and, the election of such director(s) declared void with orders issued for a new election. Verbal campaigning is allowed.

## **ELIGIBILITY OF NOMINEES**

A Moose Legionnaire wishing to be considered for nomination shall submit his name in writing, designating the particular office he desires. The nomination is submitted to any member of the committee prior to the scheduled Nominating Committee meeting.

The Nominating Committee shall consider all names submitted and select from these names, or other names approved by the committee, at least one (1) candidate for the offices of President, Vice-President, Chaplain, Fraternal Director, and Financial Director respectively. However, certain requirements and qualifications are necessary for nomination to the office of President. (See paragraph under "qualifications")

NOTE: These requirements do not apply to a newly instituted Moose Legion.

# **DIRECTOR QUALIFICATIONS**

## **Board of Directors**

A Moose Legionnaire must be in good standing with his Lodge and must have at least six (6) months of good standing Moose Legion membership in his Moose Legion, preceding May 1 of the year of his election. He must also have completed an authorized Moose Legion Educational Conference (MLEC) within three (3) years of May 1. A sixty (60) day grace period is allowed giving catch up training through June 30th.

A member may only hold one (1) elected office in the Moose Legion at the same time.

A member who has been removed from office is not eligible to hold office again for a three (3) year period unless approved by written dispensation of the International Moose Legion Director.

A member under suspension because of charges preferred against him is eligible as a candidate for election to office, but if found guilty of a charge affecting his membership, the office shall be declared vacant.

Elected Directors shall not be eligible to serve more than two (2) consecutive terms in any one (1) office unless authorized by the International Moose Legion Director. A dispensation will only be granted in exceptional circumstances and for compelling reasons.

## **President**

A Moose Legionnaire must complete at least one (1) year in another elected office of the Moose Legion in which he seeks office, and complete an authorized educational conference within three (3) years of taking office. This requirement may be waived by dispensation from the International Moose Legion Director.

## **Election Committee**

The President shall appoint an Election Committee of three (3) good standing Moose Legionnaires who are not members of the Board of Directors or candidates for elected office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and report to the Moose Legion the results of the election. Each member of the committee shall sign the report and the report shall be attached to the Moose Legion minutes.



The Election Committee is responsible for security and at no time shall any ballots or the ballot box be left unattended by less than two (2) members of the committee. The committee must keep a record of all ballots issued. Ballots shall be counted (not numbered) to verify the number of Moose Legionnaires voting with the number of ballots.

The ballot box must be sealed and initialed by the committee, and shall remain in the possession of the Election Committee for a period of forty-eight (48) hours. If no written challenge is made to the election within forty-eight (48) hours, the ballots are destroyed.

If a written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, the Election Committee shall impound the ballots pending final determination by the Election Committee, or by any appellate officer or tribunal.

Challenges or complaints regarding the election must be made to the Election Committee. A challenger must be allowed to witness the recount along with the committee.

## **INSTALLATION OF DIRECTORS**

The elected Directors and appointed officers shall be installed at the Annual Celebration or at a special installation ceremony approved by the Board of Directors prior to May 1 each year.

The Junior Past President (who served as such during the past year) shall be the installing officer of his Moose Legion. All duly elected, appointed and installed officers shall take office as of midnight, April 30th of each year. If for any reason the Junior Past President cannot act, any Past President of the Moose Legion, appointed by the President-elect, may conduct the installation ceremonies.

## **VACANCIES**

If a vacancy occurs in any elective office other than President or Secretary, the office shall be filled by appointment of a qualified Moose Legionnaire by the Board of Directors.

If a vacancy occurs in the office of President, the Vice-President shall assume the office as Acting President for the remainder of the term or until another Director is selected by the Board.

Immediately upon a vacancy in the office of Secretary, the Board of Directors may appoint an Acting Secretary to serve for a period of time not to exceed six (6) months or until the next annual election, whichever shall first occur. The Financial Director shall serve as Acting Secretary on an interim basis until an Acting Secretary is appointed, but in no case for a period of time exceeding six (6) months.

The International Moose Legion Director may declare any office vacant for a violation by the officeholder of the Code of Rules, General Laws or policies of Moose International and appoint a qualified member of the Moose Legion to fill the vacancy created.

## **ELECTION OF DIRECTORS**

The general election shall be held at a general membership meeting during the Annual Celebration scheduled between March 1 and April 30 of each year. Even if there is only one (1) candidate for each office, an election must be held. The election cannot be waived by a Moose Legion. Only good standing Moose Legionnaires are eligible to vote during the election of the Board of Directors.

### **Voting**

#### **By Ballot**

The election should be the first order of business after the roll call of Director and appointed officers. A late arriving member may be allowed to vote if the election is still in progress. The election must conclude in time for the Election Committee to count and tabulate the ballots and report results to the presiding officer. The results of the election may be announced as the last item of business before closing the meeting.

A member may only vote for one (1) candidate for each office. Balloting shall be conducted in conformity with the Moose Legion Code of Rules and General Laws of the Order.

A paper ballot must be prepared for each office having two (2) or more nominees. The Secretary shall prepare official ballots listing all names submitted by the Nominating Committee. The candidate for each office receiving a majority (two (2) or less candidates) or a plurality (three (3) or more candidates) of "yes" votes cast shall be declared elected.

No absentee ballot, proxy vote or Australian Ballot shall be allowed.

#### **By Sign of the Order**

If there is only one (1) candidate for each office, the Moose Legion may dispense with the paper ballot and conduct the election by using the voting sign of the Moose Legion. This must be decided just prior to the election. If approved, this method must be used for all uncontested offices. After the report of the Nominating Committee, the presiding officer 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 second, the presiding officer will ask all in favor to raise their hands and then ask all those opposed to raise their hands. Should those 'opposed' prevail, the election must proceed by paper ballot.

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. 'No' votes are not counted.

# Sample Ballot

## Election of Moose Legion Directors

\_\_\_\_\_ Moose Legion No. \_\_\_\_\_

### **President** - (Vote for One)

Joel (Joe) Nelson

### **Vice - President** - (Vote for One)

Thomas (Tom) Aldi

Jim McArdle

Warren Grady

### **Chaplain** - (Vote for One)

Ed Andersen

Robert (Bobby) Mitchell

### **Financial Director** - (Vote for One)

Bob Smith

### **Fraternal Director** - (Vote for One)

James (Jimmy) Jones

Hugh (Buddy) Brown

## QUESTIONS AND ANSWERS

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

**A. No.**

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

**A. 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?

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

4. Do the terms of all the elected Directors expire each year?

**A. Yes.**

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

**A. Yes. However there can be no printed or written materials circulated (i.e., letters, tickets, resolutions, sample ballots, etc.). Campaigning by electronic media is also prohibited. Verbally asking a member for his support is not prohibited.**

6. In the nomination and election of Directors, can names be placed on the ballot without designating the specific office?
  - A. No. A nominee must designate which office he desires when submitting his written nomination form.**
  
7. May blank space be provided on a ballot so that names may be inserted at the election?
  - A. No. The ballot shall carry only names of those nominated by the Nominating Committee. Petitions and nominations from the floor are prohibited.**
  
8. What is juniority of a Past President?
  - A. Juniority means the order in which he most recently acquired title by service. Honorary Past Presidents are not included in the juniority list.**
  
9. May a Past President be a candidate for elected director?
  - A. Yes. However, to be eligible for the office of President, he must again serve one year in another elected office and meet all other qualifications required by the Code of Rules.**
  
10. Can a member be eligible for election to more than one (1) directorship in the Moose Legion at the same time?
  - A. No.**
  
11. Who are eligible as candidates for the offices of Financial Director, Fraternal Director, Chaplain, and Vice-President?
  - A. Any member who is in good standing in his Lodge and Moose Legion, has completed six (6) months of Moose Legion membership and has completed an authorized Moose Legion Educational Conference (MLEC) within three (3) years of May 1st.**

12. May a Moose Legion hold its general election of Directors at any time it may determine?
- A. No. The Code of Rules provides that Directors shall be elected at the Annual Celebration between March 1 and April 30 each year.**
13. By what authority may the Australian ballot be used?
- A. The Australian Ballot is prohibited in the Moose Legion.**
14. Is a Moose Legionnaire whose membership card expires March 31st eligible to vote in the general election?
- A. Yes, if the Annual Celebration is held between March 1st and March 31st. Should the Celebration be held in April, the Moose Legionnaire must show a paid up membership card.**
15. Is a member whose membership card has expired eligible to vote in a special election?
- A. No.**
16. In voting, what constitutes (a) a majority, 2 or less candidates, (b) a plurality, 3 or more candidates?
- A. A majority or plurality is when a candidate receives more "yes" votes than any other candidate for the same office.**
17. When should officers be installed?
- A. At the Annual Celebration or at a special installation ceremony approved by the Board of Directors prior to May 1, each year. New terms begin May 1st.**
18. How many elected Directors are allowed from the same Lodge?
- A. Only two (2) of the annually elected members of the Board of Directors is allowed from each Lodge in the jurisdiction during the same term (providing the Moose Legion has that number of Lodges) unless authorized by the Director of the International Moose Legion.**

19. Who represents the Moose Legion as a representative at the Annual International Moose Legion Conference and Ritual Competition?
- A. The President and Secretary are the official representatives. However, any good standing member selected by the Moose Legion membership may serve as a representative, delegate or alternate.**
20. Should a sample ballot be printed in the Moose Legion publication immediately following the report of the Nominating Committee?
- A. Yes.**
21. Can a candidate have the name he is known by used on the ballot in lieu of his given name?
- A. Yes.**
22. The Financial Director was appointed by the Board of Directors in January and approved by the membership at the following regular/general membership meeting. Does the office of Financial Director have to be declared open in the upcoming general election to be held at the Annual Celebration?
- A. Yes. The Code of Rules states that the appointment is effective only until the next general election.**
23. Is the Moose Legion required to post or publish the meetings and schedule of events for the Nominating Committee and general elections?
- A. No. It is only required that the Nominating Committee provide the membership with a written slate of Directors and give a verbal report at the Annual Celebration. Although it is not necessary, there is nothing that prohibits posting or publishing this information (sample on next page).**



# NOMINATING/GENERAL ELECTION NOTICE

- March 2nd** Nominating Committee meets (time and place). Moose Legionnaires must submit name, in writing and prior to the meeting, to a member of the Nominating Committee in order to be considered for nomination.
  
- March 10th** Slate of Candidates mailed or emailed to all members.
  
- April 15th** Election at (time and place) during Annual Celebration

25. Is there a suggested format to be used when submitting one's name to a Nominating Committee for their consideration?

**A. Yes, (example follows)**

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

I, Moose Legionnaire \_\_\_\_\_  
(first, middle (and/or nickname) and last name)

MID \_\_\_\_\_

of \_\_\_\_\_ Lodge No. \_\_\_\_\_

wish to be considered for the office of \_\_\_\_\_  
(state title of office)

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

\_\_\_\_\_  
Signature Date

26. May the President vote at the election of Directors?

**A. Yes, the same as any other good standing Moose Legionnaire.**

## **RESPONSIBILITIES OF DIRECTORS**

The Nominating Committee should familiarize itself with the various duties and responsibilities of each elected Director in order to convey this information to prospective candidates. A condensed version of each elected Director's responsibilities is listed on the following pages (complete details of all seven (7) members of the Board of Directors duties are in the Code of Rules). It is recommended a copy of Directors' responsibilities be distributed to those expressing an interest in running for an elected Director's position.

## PRESIDENT

- The President shall preside at all meetings of the Moose Legion.
- The President shall decide all parliamentary questions which may arise in the Moose Legion subject to appeal.
- In addition to the Secretary, he shall be one of two official representatives to the Annual Moose Legion Ritual Competition and Conference.
- The President shall appoint a Sergeant-at-Arms and Assistants as needed, who shall serve at the pleasure of the President. The President shall appoint the chairman of all committees as required.
- The President and the Junior Past President shall count all votes cast except election ballots. The President shall cast the deciding vote upon all questions as provided by Roberts' Rules of Order, except in the election of Directors and alternate representatives.
- The President shall, with the Secretary and Financial Director, be responsible for the safekeeping of all securities and valuable papers. He is authorized to sign all approved checks. At least two (2) signatures are required on each check; one shall be that of the Secretary and the other shall be that of the President or Financial Director. The President shall also sign all other documents requiring his signature.
- He shall see that all funds of the Moose Legion are deposited in the bank by the Secretary in the name of the Moose Legion, and that a certified deposit slip is given the Financial Director for every deposit.
- He shall periodically examine all books, records and documents of all officers of the Moose Legion for the protection of the funds of the Moose Legion.
- He may call for a special audit, if determined necessary by the Board of Directors.
- He shall perform all other duties required of him by the Code of Rules and Ritual of the International Moose Legion.
- He shall have responsibility for an active Moose Legion Committee in each lodge within the jurisdiction and shall personally visit each Lodge during his term of office. He shall properly compile each Lodge visitation report and send the report to the International Moose Legion Ambassador on the form provided by the International Moose Legion.
- Upon receipt of court documents, a certificate from the clerk of any court or other satisfactory proof that a member has been convicted of a felony, he shall order the member expelled from membership in the Moose Legion, unless the member has received a special dispensation from the General Governor allowing him to retain his membership in the Order.
- If a vacancy occurs in the office of President, the Vice-President shall become the Acting President. He shall perform the duties and

responsibilities related to this office until a new President is elected or appointed.

- The President's goals should be to increase active membership, increase new members and increase finances during his term.

## **VICE-PRESIDENT**

- He is a member of the Board of Directors. He presides in the absence of the President, assists the President in preserving order and decorum and performs all other duties required of him by the Code of Rules and Ritual of the International Moose Legion.
- He is Chairman of the Membership Building Committee. He selects the members of the committee who shall be responsible for membership promotion and quarterly membership campaigns. The goal of this committee is to increase the members on the rolls.
- If a vacancy occurs in the office of President, he shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities of the President.

## **CHAPLAIN**

- He is a member of the Board of Directors. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion.
- The Chaplain is Chairman of the Publicity and Member Relations Committee and selects the committee members. The committee is responsible for advertisement, publicity and communications with the membership on a quarterly basis. The committee is also responsible for 'Fun and Frolic', which is the planning and execution of activities and entertainment and to encourage active participation of all Moose Legionnaires and their families at Celebrations. The committee goals are to increase Moose Legion awareness and increase attendance at Celebrations.
- He shall contact the sick, disabled and distressed and make a full report to the Moose Legion at each meeting.
- The Chaplain shall deliver all prayers as required.
- The Chaplain is a member of the Audit Committee, but shall not serve as its Chairman.

## **FRATERNAL DIRECTOR**

- He is a member of the Board of Directors. In the absence of the President and Vice-President, he shall preside at all meetings of the Moose Legion. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion.
- He is Chairman of the Fraternal Operations Committee and selects the members of this committee. The committee is responsible for collecting the Mooseheart/Moosehaven Endowment Fund at all meetings and performing the Legacy of the Moose or Golden Ball Ceremony on an annual basis. The committee's goal is to increase Endowment Fund donations by at least \$1.00 over the previous year.
- He and the Financial Director shall examine all bills, except recurrent overhead items, and report to the Board of Directors their recommendations as to payment.
- The ritual of the Moose Legion is under the direction of the Fraternal Director. He shall ensure the principles, goals and ideals of the Degree of Service are exemplified in rituals prepared and approved by the International Moose Legion Council. These rituals shall be used in various ceremonies and the enrollment of members into the Moose Legion. He, along with the ritual team, shall raise funds for International Competition.

## **FINANCIAL DIRECTOR**

- He is a member of the Board of Directors. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion.
- The Financial Director, Secretary and President shall be responsible for the safekeeping of all securities and valuable papers. He shall receive a duplicate deposit slip from the Secretary showing all funds deposited and credited to the Moose Legion. He shall initial the duplicate deposit slip retained by the Secretary.
- The Financial Director is authorized to sign all approved checks. At least two (2) signatures are required on each check; one shall be that of the Secretary and the other shall be that of the President or Financial Director.
- He and the Fraternal Director shall examine all bills, except recurrent overhead items, and report to the Board of Directors their recommendations as to payment.
- The Financial Director is Chairman of the Fund Raising Committee. He selects the committee members who will be responsible for raising funds for Mooseheart, Moosehaven, Camp Ross and other various projects designated during his term. The committee's goal is to increase the assets of the Moose Legion.

- The Financial Director shall collect and classify all funds, except dues and fees received during a Celebration or meeting, deliver all funds to the Secretary at the conclusion of the meeting and obtain a receipt for all funds collected. A receipt shall be retained with his records.
- If a vacancy in the office of Secretary occurs, the Financial Director shall serve as temporary Secretary, unless another is appointed.

## **CONCLUSION**

We hope this handbook will answer many of the questions you have regarding the election process. However, if you still have a question or need clarification about the procedures involved you should:

- Review the Code of Rules and this handbook to clarify the point of issue in question.
- After studying the Code of Rules, if you are still unsure or unclear on the point or issue, talk with other experienced members (i.e. Past Presidents, Secretary), your International Moose Legion Ambassador, Moose Legion Area Manager, or a Member of the International Moose Legion Council.

After exhausting the above, and if time allows, submit your question in writing to the International Moose Legion Director for clarification. If time is of the essence, call the International Moose Legion Office for assistance at (630) 966-2260. Written questions may be faxed to (630) 966-2248.

**...NOTES...**

*“May we set an example  
of Fraternal Service  
worthy of emulation  
by all our brothers.”*

Moose Legion Ritual