

# **NATIONAL TUNIS SHEEP REGISTRY, INC. PROCEDURES**

## **EFFECTIVE DATE:**

May 31, 2010

## **COMMITTEE:**

Election Officer

## **PREPARED BY:**

Dale Huhnke, Tammie Serafin and Bill Kerns

## **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 chosen before December of each year.

## **RESPONSIBILITIES:**

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

- Follows election process set up by Article 6 in the NTSRI constitution.
- Begins election process by working with the current NTSRI board president, secretary and the secretary of the Tunis Sheep Registry.
- Determines which regions will have election(s).
- Determines which members in these regions are eligible to vote in that they are 18 years of age or older and paid their dues by the end of the calendar year before the election. These members will receive a nomination letter and subsequently a voting ballot.
- 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.
- 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 (current member that is an elected board member and has served two terms is ineligible to run again even if the membership is under one membership by a husband and wife or family).
- On voting ballots puts the name of the nominee and a brief background of each nominee.
- Distributes ballots to voting members the first week of March with clear instructions for return and last postmark date acceptable for a valid vote. Adds a small code to the ballot so that voter will remain anonymous to determine the member that voted so that the member will not complain after all the ballots have been counted that their vote did not count.
- Counts all ballots in front of a witness 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 and notarize the election results to the NTSRI board of directors by the last Saturday in March and post on the NTSRI website the same day.

- Will contact the nominees and the NTSRI Board President the results of the election(s) within 24 hours after the ballots have been counted.
- Will keep all election ballots and their postmarked envelopes and bring them to the next NTSRI Board of Directors meeting.
- 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.
- If there is only one person nominated and accepts his nomination in a region, than 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.

## **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 write a report to the President of 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). And show the total costs of the region(s) election(s). Will include sample nomination form(s) and ballot(s) in the final report.

The election officer will turn in receipts of the election process to the treasurer of NTSRI to be reimbursed for his/her expenses.

Any complaints to the region(s) election(s) must be addressed to the election officer and to the President of the NTSRI board in writing clearly outlining the issue or concern. Suggestions for a possible remedy should also be included. The election officer and President of the NTSRI board will acknowledge receipt of the complaint in writing within 5 days and will provide a written response to the complaint within 30 days. A copy of the complaint and the committee response will be provided to the Board as soon as possible but no later than the next Board meeting.