



ELECTIONS MANUAL

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BY-LAW 4. DELEGATES TO FALL CONVENTION AND SPECIAL MEETINGS

The delegates have the power to elect the President. They may amend the Articles of Incorporation, By-Laws and Policies pursuant to the procedures set forth in this document. Delegates are defined in the policies and procedures of this corporation.

BY-LAW 5. BOARD OF DIRECTORS

Section 2: Function

The Board of Directors except at the Fall Convention, is the governing body of the corporation. It will meet at prearranged dates and at the call of the President. It will control all property of this corporation and will determine the policies of this corporation. It will elect the Individual Development, Community Development, Management Development, at the Fall Convention. The power of the corporation is vested in the Board of Directors to fulfill the Articles of Incorporation, By-Laws and the Policies and Procedures. The Board of Directors may delegate the powers and duties it deems necessary to the Executive Committee.

Section 3: Voting

No member of the Board of Directors may cast more than one (1) vote under any circumstances. They must be physically present on the floor to cast their vote. Chapters who find it necessary to substitute the vote of a Chapter President or State Delegate when unable to attend a State Board of Directors Meeting may do so provided the name of the individual voting in the place of the Chapter President and/or State Delegate is presented to the Credentials Committee and approved by the State President prior to the closure of credentials at said State Meeting.

BY-LAW 6. EXECUTIVE COMMITTEE

Section 4: Voting

No member of the Executive Committee may cast more than one (1) vote under any circumstances. They must be Physically present on the floor to cast their vote.

BY-LAW 7. MEETINGS

Section 1: Regular Meetings

This corporation will meet three times each year as follows:

- Between January 1 and February 29 for Winter Convention
- Between May 1 and May 31 for Spring Convention
- Between Sept 1 and September 30 for Fall Convention

Notice of such meeting will be mailed to each member at their last known address not less than ten (10) days prior to said meeting. The Board of Directors will convene at each meeting. The delegation from each chapter will convene at the Fall Convention.

Section 3: Quorum at Meetings

The following will constitute a quorum.

- A quorum at a regular meeting will be 10% of the membership entitled to vote.
- A quorum at Fall Convention will be one-third (1/3) of certified delegates.
- A quorum of the Executive committee will be a simple majority.

The required number of Board or Executive Committee delegates must be physically present on the floor in order to constitute a quorum. When a quorum is not present, any meeting may be adjourned or recessed from time-to-time until a quorum is present. When a quorum has been present at the meeting and members have withdrawn from the meeting so that less than a quorum remains, the members present may continue to transact business until adjournment.

BY-LAW 8. DUTIES OF OFFICERS

Section 3: President

The president is the chief executive officer of this corporation. Will preside at all meetings of the corporation. The president will be one of the representatives of the corporation on the National Board of Directors. Has power of appointment as elsewhere specified in the By-Laws. Is an ex-officio member of all committees of the corporation except the nomination committee. The President or their representative will represent the corporation in all governmental, commercial, ceremonial and other activities in which this corporation is involved. Will perform such other duties as are necessary and proper to the office and their powers will be commensurate to such duties.

Section 4: Administrative Vice President

The president will appoint, with ratification of the Board of Directors, a member of the corporation as the Administrative Vice President. This member must meet all qualification and eligibility requirements of the elected programming Vice Presidents. They will, under the direction of the President, be in charge of the State Office and will be responsible for and have authority to administer details of the operation of the corporation as authorized by the By-Laws and Policies. They will be a member of all internal committees.

Section 5: State Programming Vice-Presidents

The President will appoint, with ratification of the board of Directors, one (1) vice president who will be the Presidents administrative assistants for Membership Development. The administrative assistant must meet all qualification and eligibility requirements of the elected programming Vice Presidents. The Board of Directors will elect three (3) vice presidents, Community Development, Individual Development, and Management Development. They will manage and supervise the functions and duties of the State Program Chairpersons and Program Directors. They will be ex-officio members of all programming committees.

Section 6: State Treasurer

Each year the previous year Associate Treasurer will automatically succeed, without ratification of the Board of Directors, to the position of State Treasurer, if such person has served at least six (6) months in the position of Associate Treasurer and is otherwise qualified for the office of State Treasurer. If there is no Associate Treasurer the President will appoint, with ratification of the Board of Directors, a member of the corporation as the Treasurer. Will be the chief financial officer of the corporation. Will keep financial records of the corporation showing all receipts and disbursements, and will report at all state meetings on the financial status of the corporation. Will be responsible for the supervision of dues collection. Will perform such other duties as are consistent with and usual to such office.

BY-LAW 10. ELECTION OF OFFICERS, TIME AND PLACE OF ELECTION

Section 1: Eligibility and Qualification

- A. No officer will be eligible for the same office for two (2) consecutive terms.
- B. Any candidate for any office must be a member of this corporation.
- C. Any candidate for any office must be substantially aware of the powers and duties of the office they seek and be willing to assume them and be capable of performing them.
- D. The officers elect of this corporation will assume office and responsibility on January 1st.
- E. In addition to A, B, C and D above any candidate for President must have served at least one term as Chapter President, one term as Regional Director or District Director, and one term as an elected or appointed State Vice President
- F. In addition to A, B, C and D above any candidate for State Community, Individual or Management Development Vice President must have served one term as Chapter President and one term as State Programming Manager or Regional Director or District Director.

- G. In addition to A, B, C and D above any candidate for Regional Director must have served one term as Chapter President.
- H. In addition to A, B, C and D above any candidate for District Director must have served one term as Chapter President.
- I. All Candidates must file a notice and other requirements with the State Elections Committee.
- J. A member will be deemed to have fulfilled all requirements of service equal to the highest office served prior to May 1, 1992, or if previously a member of another State Organization of the Junior Chamber, will be deemed to have fulfilled all requirements of service equal to the highest office served in that State.

Section 2: Delegates to Fall Convention

Each chapter in good standing (as of July closeout) is entitled to a minimum of ten (10) delegates to the Fall Convention. Chapters having a membership in excess of fifty (50) on August first of the year of the Fall Convention are entitled to an additional delegate for each twenty-five (25) members, or portion thereof, in excess of the fifty (50) member base. No chapter will be entitled to more than twenty (20) delegates. Each delegate must present a valid photo ID to receive voting credentials. In order to cast a vote a person must be a member in good standing of the corporation, registered as a delegate to the convention, fully accredited and physically present on the floor. No person will be allowed more than one (1) vote.

Good Standing is defined as a chapter not on provisional status and not on accounts receivable. All accounts receivable must be paid prior to a chapter's delegates being credentialized.

Section 3:

The election for the office of President and State Community, Individual, and Management Development Vice Presidents will be at the Fall Convention. The Elections Committee will provide rules and regulations pertaining to the election of these positions.

Section 4:

The election for the office of President will follow the election of the State Community, Individual, and Management Development Vice Presidents and confirmation of the Regional Directors and District Directors.

Section 5:

The election of Regional and District Directors will be at the Regional and District meetings consistent with policies.

BY-LAW 11. COMMITTEES

Section 2: Election Committee

There will be a State Election Committee appointed by the President and ratified by the Executive Committee at the Spring meeting. This committee will consist of one member from each region and the State Legal Counsel. No member of the committee will endorse or campaign on behalf of any candidate for the Minnesota Junior Chamber Executive Committee. The State Elections Committee will have the duty of interpreting and enforcing the election rules adopted by the Executive Committee, and the regulations, if any, adopted by the Board of Directors. Such rules and regulations are included in the policies of this corporation. Each Regional Director will appoint a Region Election Committee of three (3) members from different districts.

Section 3: Credentials Committee

The credentials committee will be named by the President with approval of the Executive Committee. Prior to the time that delegates to the Fall Convention convene, members from chapters will appear before this committee to be certified as delegates. The committee will also ascertain whether each delegate is properly registered at the convention, and is a current member of the Minnesota Junior Chamber. The first order of business at the Fall Convention will be the report of this committee.

Section 5: Nominations Committee

A Nominations Committee will be named by the President no later than January 31st. Any member of this corporation or former president of the Minnesota Jaycees is eligible as a member of this committee except the President, or any candidate for office. The committee will meet at Spring convention. All Candidates for the office of President, Individual Development, Management Development, and Community Development Vice President, must appear before this committee and be interviewed and screened as to eligibility and qualification for the office sought as set forth in these By-Laws and the policies of the corporation. No candidate may announce their candidacy until certified by this committee. Immediately prior to the elections this committee will make a full report to the convention. This committee's report and recommendations may be overruled by a two-thirds (2/3) vote of the delegates assembled.

POLICY & PROCEDURES

3. PARLIAMENTARY PROCEDURE AND RULES OF ORDER

Robert's Rules of Order, revised, shall govern all procedures of this corporation or any subdivision thereof unless explicitly stated otherwise within the Articles, by-laws, Policies or Procedures of this corporation.

11. ELECTIONS

The following policies shall serve as a guide to the election of officers in the Minnesota Junior Chamber. The offices included are:

President
Programming Vice Presidents defined as:
 Individual Development
 Community Development
 Management Development
Regional Directors
District Directors

A. Eligibility and Qualifications

General Provisions (all candidates) as specified in By-Law 10.

All candidates for the office of President, Individual Development, Management Development, and Community Development Vice President must appear before the nominations committee and be interviewed and screened as to eligibility and qualification for the office sought as set forth in these By-Laws and the Policies of the Corporation. No candidate may announce their candidacy until certified by this committee.

B. Filing Notices and Fees

1. Each candidate shall submit a filing notice and the appropriate fees as determined in Policy 11, Section B, Number 4.
2. The filing fee shall accompany the filing notice.
3. The fee will be returned to the candidate upon the completion of the election, provided the candidate and candidate's backers have complied with all appropriate election rules and regulations.
4. Candidates shall file notice and fee as follows:
 - a. President - the filing fee shall be \$200.00. The fee and notice shall be filed with the State Elections chair not sooner than July 1 and postmarked not later than seven (7) days prior to the start of Fall Convention or hand delivered no later than 12:00 midnight, Thursday of the week of Fall Convention.

- b. Programming Vice Presidents - the filing fee shall be \$100.00. The fee and notice shall be filed with the State Elections chair not sooner than July 1 and postmarked not later than seven (7) days prior to the start of Fall Convention or hand delivered no later than 12:00 midnight, Thursday of the week of Fall Convention.
- c. Regional Director - there is no filing fee. Notice shall be mailed, postage pre-paid, to the Regional Elections chair, in care of the Chapter Service Center, not sooner than July 1st and not later than seven (7) days prior to the regional caucus or hand delivered to the Regional Elections chair not sooner than July 1st nor later than one hour prior to the regional caucus.
- d. District Director - there is no filing fee. Notice shall be mailed, postage pre-paid, to the Regional Elections chair, in care of the Chapter Service Center, not sooner than July 1st and not later than seven (7) days prior to the district caucus or Hand delivered to the Regional Elections chair not sooner than July 1st nor later than one hour prior to the district caucus.

C. Expenditures

1. Expenditures are defined as the true market value of any gift, loan, sale, transfer, or other disbursement, or promise of money, or promise of money, or anything of value, directly or indirectly, to promote, aid or participate in the election or defeat of any candidate or to engage in political propaganda in connection with any election.
2. Expenditures shall include the following items, although not exclusively, which shall be listed at normal retail price:
 - a. The cost of preparing and distributing mailing or other materials advocating the candidacy of any person.
 - b. The cost of soliciting support for any candidate.
 - c. The cost of posters, photographs, campaign buttons, ties, shirts, or other promotional written or printed material directly advocating the candidacy of any person.
 - d. The cost of convention or entertainment expenditures in promotion of the candidacy of any person(s) room(s) used by hospitality and/or campaign headquarters.
 - e. The cost of promoting and advertising fund raising events and/or programs. This does not include the cost of goods, materials, or food sold as part of such events or programs.

3. Expenditures shall not include the following items:

- a. Candidates sleeping room at a convention/caucus headquarters hotel.
- b. Travel to: each caucus, attendance at State Executive Committee meetings, assigned standing committee meetings and assigned chapters.
- c. \$100.00 of advertising purchased in the Gopher Magazine at regular advertising rates.
- d. Long distance telephone charges incurred promoting the candidate.
- e. Normal, direct expenses incurred by a candidate and/or representatives in visitations within the candidates designated home region (i.e. gas, lodging, meals.)
- f. The value of labor volunteered by any regular or active Minnesota Jaycee and/or such Jaycee's immediate family when reporting the value of goods, preparations, or distributions.

4. Limits:

No candidate or persons or associations on the candidates' behalf shall expend more than the following amounts whether in money or in value of campaign expenses in seeking such of office:

a. President	\$4,000.00
b. Programming Vice Presidents	\$2,000.00
c. Regional Directors	\$ 250.00
d. District Directors	\$ 100.00

D. Reporting

1. Each candidate shall file a signed, sworn statement of expenditures valued at cash or market value for campaigning expenses with the appropriate elections committee chair within the stated time frame.
2. A copy of all campaign general mailings and any other campaign material produced for general distribution shall be included with the expenditures statement.
3. Such statements must be received before a candidate shall be certified as eligible for election.
4. Candidates shall submit these reports to the appropriate election committee chairperson as follows:
 - a. President shall submit such reports to the State Elections Chair by twelve o'clock noon (12:00 noon) of the Friday immediately preceding the Fall Meeting.
 - b. Programming Vice Presidents shall submit such reports to the State Elections Chair by twelve o'clock noon (12:00 noon) of the Friday immediately preceding the Fall Meeting.
 - c. Regional Directors shall submit such reports to the Regional Elections Chair prior to the start of the Regional Caucus.
 - d. District Directors shall submit such reports to the Regional Elections Chair prior to the start of the District Caucus.

E. Additional Requirements and Prohibitions

1. No candidate or person/associations working on behalf of a candidate shall deface the walls, surfaces, or cause any damage to public property in the promotion of the candidate.
2. No candidate shall enlist nor accept the aid of any person who is not an Individual Member of the Jaycees to promote their candidacy by personal communication with members of this organization. This shall not be interpreted to prohibit nor should it discourage candidates from seeking or obtaining written verification of employer, family, or religious leader support; and including the same in campaign literature.
3. No candidate for President or Programming Vice President shall be outside their assigned room at Fall Convention, nor shall any unsolicited or unwelcome promoting of any candidate be conducted at Fall Convention between **1:00 a.m. and 6:00 a.m. Saturday** (so as to avoid, among other things, ANY potential interference with those delegates who may be trying to sleep). This rule shall not be interpreted to prohibit any individual from wearing promotional material during this time.
4. Visitations by candidates for any campaigning purpose(5) shall be limited to:

Presidents and Programming Vice Presidents

- a. Chapter visitations only upon request of the chapter's written invitation to do so.
- b. District Caucuses
- c. Regional/Area Caucuses
- d. Fall Convention

Regional Directors and District Directors

- a. Chapter visitations within the candidate's designated home region and only upon request of the chapter's written invitation to do so.
 - b. District Caucuses within the candidate's designated home region.
 - c. Regional Caucuses within the candidate's designated home region.
5. All candidates shall have their accounts payable to the Minnesota Jaycees (if any) paid in full, or have made arrangements to do so which are acceptable to the State President and the Administrative Vice President, prior to announcing or engaging in candidacy for any office.
 6. The appropriate elections chair shall designate the allowable time(s) for hanging of campaign signs and placing other candidate promotional material. Any time or place not so designated shall be prohibited. The elections chair shall not limit the time available to a candidate or their campaign for setting up within the confines of an authorized "hospitality room" at a Caucus or Fall Convention.
 7. Hanging of campaign signs and placing other candidate promotional material shall be (unless otherwise designated by the appropriate elections chair) at the following times and places only:
 - Sixty (60) minutes prior to the start of the district or regional caucuses. Between 6:00 a.m. and 8:00 a.m. the Saturday of the elections at Fall Convention.
 8. Any candidate, campaign manager, organization, or any other person, with the knowledge and acquiescence of such candidate, that violates any provision of the State By-Laws and Policies and Procedures with respect to elections, shall forfeit the right to be elected to the office for which they are a candidate.
 9. All challenges to the elections, filed in writing and received by the State Elections chair by noon on the Friday of Fall Convention, shall be considered by the State Elections Committee. All appeals of Region or District elections committee decisions, filed in writing and received by the State Elections Chair at least seven (7) days prior to the Fall Convention shall be considered by the State Elections Committee.

F. Elections Procedures

1. Time, Place, and Convener of Elections

a. President:

Election shall be at Fall Convention. Election shall follow confirmation of the Regional Directors and District Directors by the Executive Committee and Board of Directors. Election shall follow the election of Programming Vice Presidents by the Board of Directors. The President shall preside at the election.

b. Programming Vice Presidents:

Election shall be at Fall Convention. Election shall follow confirmation of the Regional Directors and District Directors by the Executive Committee and Board of Directors. Balloting for the Programming Vice Presidents shall precede the Presidential election. The President shall officially convene the regular meeting of the Board of Directors, however, the only items of business shall be the confirmation of Regional Directors and District Directors and the nomination and election of the Programming Vice Presidents.

c. Regional Directors

Election shall be at the Regional Caucuses or regional meeting held after July 15 and before Fall Convention. Regional Directors are responsible for picking the date and submitting it, in writing, for approval by the State Office. The Regional Director shall give reasonable notice of date, time, and place of the Regional Caucus or regional meeting to all chapters in the region. The Regional Director shall preside at the elections.

d. District Directors

Election shall be at the District Caucuses or district meeting held after July 15 and before Fall Convention. The District Director shall give reasonable notice of date, time, and place of the District Caucus or district meeting to all chapters in the district. The District Director shall preside at the elections.

2. Order of Presentations and Balloting

- a. Reports by the Nominating Committee and the Elections Committee shall precede candidate nominations.
- b. Nominations, seconding, and candidate presentation shall be completed for each candidate prior to the next candidate's nomination.
- c. The order of presentation for each position shall be determined by a random method (e.g. drawing names from a hat).
- d. Balloting shall proceed after all presentations for a particular position have been heard, at the time and place previously stated.
- e. Candidate presentations shall proceed in the following order: District Director, Regional Director, Programming Vice President, President.
- f. The order in which chapters cast their votes shall be determined by the draw of the lot during balloting.

3. Presentation and Time Limits for Presidential Candidates

a. Regional and District Caucuses

Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.

- b. Area Caucuses
Nominations shall be no more than three (3) minutes for each candidate.
Seconding shall be no more than two (2) minutes for each candidate.
Demonstration/Candidate Presentation shall be no more than five (5) minutes for each candidate.
- c. Fall Convention
Nominations shall be no more than five (5) minutes for each candidate.
Seconding shall be no more than five (5) minutes for each candidate.
Demonstration/Candidate Presentation shall be no more than ten (10) minutes for each candidate.

4. Presentation and Time Limits for Vice Presidential Candidates

- a. Regional and District Caucuses:
Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate.
Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.
- b. Area Caucuses and Fall Convention:
Nominations shall be no more than two (2) minutes for each candidate.
Seconding shall be no more than one (1) minute for each candidate.
Demonstration/Candidate Presentation shall be no more than four (4) minutes for each candidate.

- 5. Presentation and Time Limits for Regional Directors and District Director Candidates at the Regional and District Caucuses** Nominations shall be no more than one (1) minute for each candidate. Seconding shall be no more than one (1) minute for each candidate. Demonstration/Candidate Presentation shall be no more than three (3) minutes for each candidate.

G. Majority Vote Required

If any candidate for office does not receive a majority, the balloting shall continue until a majority is received. However, after a second ballot has been taken, the name of the candidate receiving the least votes on the preceding ballot for that office shall be dropped from consideration and only the remaining candidate(s) may be considered.

A majority vote is fifty percent (50%) plus one vote of votes cast in a ballot.

H. Balloting

Balloting will begin no later than five (5) minutes after the last candidate presentation. At that time, the doors will be locked, no one allowed in or out. Only delegates with a voting sticker will be allowed in the room. After the last ballot is cast and the ballot is officially closed, the doors may be opened. Should another ballot be required, the same procedure will be followed with voting commencing after a fifteen (15) minute intermission. A delegate who did not vote on the first ballot will be allowed to vote in any ensuing ballot provided they are properly credentialized.

Should space permit, a spectator section for non-credentialized delegates may be set up.

I. Election Committees:

1. Each Regional Director shall appoint three (3) members to their Regional Elections Committee before the last day of Spring Convention and should submit the member's names and addresses to the State Elections Chair. Each member should be from different districts with one person of the committee serving as chair.
2. No member of an Elections Committee shall be from a chapter which has a candidate for State President, Programming Vice President nor shall any member endorse or campaign on behalf of any candidate for state office.
3. Anything submitted to an Elections Committee must be received by its chair to be considered received.
4. Election Committees are responsible for designating the times and places for hanging candidate promotional materials.
5. Election Committees are responsible for review campaign materials and expenditures of all candidates.
6. The State Elections Chair shall each year be responsible for incorporating current election rules together with appropriate sections of the By-Laws and Policies and Procedures into a State Elections Manual. The manual shall be comprehensive and easily understood guide for elections. These manuals shall be made available each year to candidates, campaign managers, elections administrators, and others deemed appropriate.

12. AREA MEETINGS

Each area should hold an annual caucus after July 15 and prior to the Fall Convention. The specific time and location is to be determined by the State President.

1. The dates for the Area Caucuses are determined by the Executive Committee. These dates shall be determined and communicated to all interested parties by Spring Convention.
2. The specific time and location of the Area Caucuses should be communicated to the State Office, Regional Directors, District Directors, Chapter Presidents, and all interested parties by July 1st.

13. REGIONAL MEETINGS

- A. Each region should hold an annual caucus after July 15 and prior to the Fall Convention. The specific time and location is to be determined by the Regional Director.
 1. A new Regional Director should be elected from the members in the region; will hold office for one year or until his/her successor is ratified.
 2. The dates for the Regional Caucus is determined by the Regional Director. These dates shall be determined and communicated to the State Office by mail no later than July 1st.
 3. The specific time and location of the Regional Caucus should be communicated to the State Office, District Directors, Chapter Presidents and all interested parties by July 15th.
 4. Host chapters shall be responsible for providing all facilities necessary for the Regional Caucus. Refreshments and meals may be provided and prices charged as per submitted bid.
 5. Bidding procedure must follow state bid procedure.

- B. Each chapter may cast one (1) vote for each chapter member present up to a maximum of ten (10).

14. DISTRICTS

- E. Elections—Each fall there shall be an annual caucus at which time the District Director shall be elected subject to confirmation at the Fall Convention. The District Director may appoint a Secretary and Treasurer for the district.