



NOMINATIONS AND ELECTIONS COMMITTEE

The responsibility of the Nominations and Elections Committee is to develop and implement a process for the selection of candidates for officers of RAAA, Inc. in accordance with the guidelines set as prescribed in the Bylaws. The committee is further charged with conducting the election of RAAA, Inc. officers as stipulated in the Bylaws. The committee shall consist of at least three members nominated from among the Active Members by the President. No member of the Nominations and Elections Committee may serve for two consecutive terms nor may any member become a candidate for any office while a member of this committee.

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Introduction

Members of the Executive Committee (EC) of the Rutgers African-American Alumni Alliance (RAAA), Inc. are to be elected by the Association membership as prescribed in the Bylaws and Polices, Procedure and Protocol Manual.

"The Executive Committee is empowered to set procedures for the election and terms of office as it deems appropriate."

This procedure document provides the specifics of the Election Procedures and expresses the intent of the Executive Committee to conduct fair and open elections. This document serves as a guide on election procedures; it should be updated and provided to new Officers of the Executive Committee. It should not be interpreted as the rules for conducting elections.

General Provisions

- The Elected Officers of RAAA, Inc. shall consist of the following: President, Vice-President, Secretary and Treasurer.
- Elections are to be held every two years
- Committee Chairs and the Parliamentarian - shall be appointed for a term of two fiscal years.
- The process shall be governed by RAAA, Inc. Bylaws and the Robert Rules of Order

The Nomination Committee Chair will report to the President on the timeline and the progress of the election procedure. When the election process is complete, the Nomination Committee Chair will report the results to the President and the President will seek certification of the results.

Election Process

The election process involves soliciting nominations, constructing a final slate of candidates, submitting the slate to the membership for voting, and tallying and reporting the election results. Conducting the election is the responsibility of the RAAA, Inc. Nomination Committee Chair.

Committee's Responsibilities:

Committee Operational Structure:

- The Election Committee should consist of no less than three (3) persons appointed by the President and approved by the Board and its members cannot be candidates for office for the respective election.
- The committee shall set rules to govern the process as needed and outline in the committee guidelines.
- The committee shall create a nomination slate of the best candidates to be presented to the steering committee and voting body
- The committee shall prepare the final ballot, supervise elections, count ballots, and announce election results during the General Body Meeting.
- The committee shall keep an accurate record of all nominations made including the names of nominators, nominees and positions for which they were nominated.
- The committee shall create the election ballot consisting of all candidates petitioning for office

A timeline should be developed to ensure that the items identified below are completed on a timely basis:

- Announcement for Elections
- Solicitation of Nomination Petitions
- Collection & Certification of Nominees (Financial w/RAAA & RU graduate)
- Development and Announcement of a Nomination Slate
- Notification of Balloting
- Results Announcement

Nomination Procedure

- All candidates shall complete a petition application.
- All petitions are to be received by deadline determine by committee, to be reviewed and certified by the nomination committee (to be certified means to be financial and a Rutgers Alumni).
- No person shall be nominated for more than one office during the current election.
- Nominations are conducted from the floor at the General Body Meeting with a candidates forum;

Nominations Closure

The nomination period closes approximately 5 calendar days prior to the Annual Body Meeting or time approved by the Board. If the close of nominations would occur on a weekend, the nomination period is extended until the first following business day.

Voting and Election Procedures and Results

- The Nominations and Elections Committee shall conduct the election of officers by ballot either;
- at a duly called meeting of the General Body or,
- By first class mail and/or other electronic media. In the first instance, the candidate receiving the most votes of those eligible members registered and physically present at the meeting during the balloting will be elected. In the second instance, the candidate receiving the most votes of those eligible members responding will be elected. In no case will proxy voting be allowed.

Voting to be conducted by mail:

- Develop a timetable for each step of the mail ballot election (ballot printing, mailing, return deadline, and counting) that allows adequate time for completing each phase. Establish a date and time by which voted ballots must be received in order to be counted and clearly announce this deadline in the voting instructions. Does not use, a postmark date for the ballot return deadline date because a significant percentage of mail is not postmarked.
- Update the membership address list if necessary, to insure that the address for each member is correct. Review the most recent mailing to all members to determine if any pieces of mail were returned undelivered, make a list of members for whom new addresses are needed, and attempt to obtain updated addresses for those members. This membership list will also serve as the voter eligibility list and the list for preparing ballot packages to be mailed. You may work with membership chair/committee or other appointed/elected members to ensure an updated list.
- A count of ballots picked up from the post office box must be done at that time and recorded on a tally sheet with signatures of the Election Committee member(s) picking up the ballots. Candidates must be notified of the pick-up time and must be given the opportunity to be present during ballot pick-up.
- Arrange a time to pick up any ballots received after the official ballot count. The number will be recorded on the tally sheet. The ballots shall be bundled and clearly marked "Received after ballot deadline, not counted in the election results."
- Start preparations for the mailing on the nomination packets and the ballot packets. Nomination packets do not need to include materials for a secret ballot vote. Ballot packets must include provisions for a secret ballot vote.

Notification Procedure:

- Educates RAAA, Inc. members regarding duties, responsibilities, benefits, and importance of RAAA, Inc. offices; encourages and secures nominations for the offices of RAAA, Inc.; and supervises elections during the Annual Meeting and/or time approved by the Board;
- Sends letters to all members requesting nominations for all available offices. The letter will include a description and major responsibilities of each office the term of office, instructions for making a nomination and eligibility requirements for candidates and nominators as well as deadlines for nominations. For the Election under the bylaws, a copy of the Election Procedures will be sent to each member in the Nomination Packet. Once the Executive Board adopts the procedure, and all other provisions may be made for reviewing the Procedures by the body, e.g. web page, review in the office, etc.
- Contacts each nominee to ascertain willingness to serve.
- Sixty (60) days in advance of the Annual Meeting and/or time approved by the Board, mails a listing of nominees to all members. For each nominee, this listing will include at least the following: name, position sought, address, and phone number;
- The committee shall create a nomination publication consisting of all candidates petitioning for office, which shall be mailed and/or placed in registration packages.
- Mail the nomination notice to all members in enough time to allow a reasonable opportunity for nominating candidates.
- All election procedure and nomination procedure shall follow RAAA, Inc. and Robert's Rules of Order.
- Advise any ineligible candidates in writing of the specific reason(s) for their disqualification.
- If there is only one candidate for an office, that candidate may be declared elected by acclamation. However, it is the policy of RAAA, Inc. that the candidate supply a statement and their name and information be included in the ballot with notation that they are elected by acclamation. This information may be needed in the event of contended positions.

Conflicts of Interest

The Nomination and Appointment Conflict of Interest are listed below. The following conflicts of interest may disqualify persons interested in candidacy for office.

This list of possible conflicts of interest shall remain in force until superseded by future amendments by the nomination procedures.

1. An individual may not serve in more than one of the covered offices at the same time.
2. An individual may not run for election to more than one covered office at the same time.
3. An individual currently serving in one of the covered roles with remaining time on his/her term and wishing to run for election to another covered role must agree to resign from his/her current role upon election to the new role.
4. An individual serving as a member of a Nomination Committee may not run for election to an Office for which the Committee was created.

CAMPAIGN GUIDELINES FOR CANDIDATES

Schedule a meeting of all Candidates and notify each candidate of the time and place of the meeting. Notify each candidate of the consequences of not attending the group meeting. See Attachment A.

- Notify candidates of all election and campaign rules including the right to inspect, before the election, a list of all members and the right to distribute campaign literature to members at each candidate's expense. See Attachment A.
- Advise candidates of the date, time, and place for the preparation and mailing of ballot packages; information about any ballot package re-mailing; the date, time, and place of the ballot pickup at the post office and tally; and their right to have observers at each of these activities.
- Make arrangements to comply with all reasonable requests by a candidate to distribute campaign literature to members at the candidate's expense. If necessary, the union should employ additional temporary staff or a professional mailer to handle requests.
- Treat all candidates equally. For example, if any candidate is allowed to give a campaign speech at a local venue, all candidates must be given the same opportunity.



SLATE FOR OFFICES AND APPOINTED POSITIONS

President – The President shall be the presiding officer and shall have general supervision over all affairs of the organization. S/he shall perform such other duties as are incidental to the office. S/he shall preside at all executive board and general body meetings. In the President’s absence, the Vice President shall preside. If neither of these two senior officers is present, the executive board shall designate a presiding officer.

Vice-President – The Vice-President shall serve in the absence of the President, and shall oversee all standing and ad hoc committees. In the event of the President’s resignation or disability, the Vice President shall become President and serve the remainder of the term. The Vice-President shall assist with development and implementation of programs and perform any other duties as assigned by the executive board. Vice President shall receive all committee reports.

Secretary - The Secretary shall be responsible: 1) for recording the minutes at all meetings. 2) Maintain attendance records. 3) Maintain the official membership mailing list. 4) Assist in the preparation of correspondence as required. 5) The Secretary shall perform any other duties as assigned by the executive board. Secretary shall receive all committee meeting minutes.

Treasurer – The Treasurer shall maintain full and accurate financial accounts for RAAA, Inc. Duties include receipt, deposit and disbursement of funds. The Treasurer shall prepare the written financial reports for distribution to the Executive Board and General Body including statements of income and expenses. The format for this report should be in the policies, procedures and protocol manual. The treasurer’s job shall be to file all reports necessary with the I.R.S. and the annual report with the State of New Jersey. Treasurer shall provide all necessary any professional hired to prepare state or federal taxes. Treasurer shall also necessary documentation to donors so that they may deduct their donation. The Treasurer shall also be a signatory for all bank accounts.

STANDING COMMITTEE LISTING

Committee Chairs and the Parliamentarian - shall be appointed for a term of two fiscal years.

Parliamentarian – Must ensure that all meetings are being conducted according to the RAAA, Inc. bylaws and Robert’s Rule of Order, deem members who are not following procedure and out of order and instruct members how to act properly, and assist the president with the management of all meetings and to help the president respond to issues that may arise from the floor.

Committee Chairs - Must ensure that all committee meetings are being conducted according to the RAAA, Inc. Bylaws and Robert’s Rules of Order, must ensure that the committee is adhering to the Bylaws and the Policies, Procedures and Protocol and ensure that all committee reports are forwarded to the Executive Board and the General Body.

Membership Committee – The Membership Committee shall be a standing committee that actively recruit new members, solicit membership renewal and maintain the membership database. The Membership Committee shall structure the fee schedule for each membership class.

Communications Committee – The Communications Committee shall be a standing committee that distributes information regarding RAAA, Inc. including all public relations materials including press releases, advertisements, mailings and other duties as needed. The Committee shall be responsible for the maintenance of the RAAA, Inc. web site and associated online services as resources permit. The committee performs or coordinates all internet related activities of RAAA, Inc., to promote the mission of the RAAA, Inc. by effectively disseminating information on the RAAA, Inc. website and any activities to the public via the internet. This committee shall also facilitate internet-mediated communications amongst RAAA, Inc. members and groups of members -such as committees. The committee is responsible for distributing information to members and for marketing and promoting all Chapter events and projects through local and university media. The Secretary shall chair the Publication/Communications Committee.

Programming and Events Committee - The Programming Committee shall be a standing committee that develops and implements RAAA, Inc. programs including, but not limited to workshops and networking events, the Hall of Fame, and community service. It is the responsibility of the Programs and Events Committee to solicit member assistance in planning, organizing, and hosting various alumni activities and special events throughout the year.

Ad Hoc Committees – The Executive Board may establish and define responsibilities of Ad Hoc Committees as necessary. Ad Hoc Committees shall not be considered standing committees. Special event committees shall be appointed, as needed, by the president to serve for a special purpose for such a time as determined by RAAA, Inc.

By-laws Committee - The chair of this committee will also serve as the Parliamentarian. Amendments to the Bylaws must be presented through this committee. This committee will keep the membership informed of all changes or proposed changes. This committee will also supply copies of these Bylaws to each member of the organization upon request. This committee must ensure that all new members receive a copy of the bylaws. The By-laws must be reviewed annually.

Nominations & Elections Committee - The responsibility of the Nominations and Elections Committee is to develop and implement a process for the selection of candidates for officers of the Association in accordance with the guidelines set down in the Bylaws. The committee is further charged with conducting the election of the officers as stipulated in the Bylaws and Policies and Procedure. The committee should consist of at least three members nominated from among the Active Members by the President. No members of the Nominations and Elections Committee may become a candidate for any office while a member of this committee.

Removal – Any officer or board member may be removed from office by a two-thirds vote of the Executive Board at any duly constituted meeting where prior notice of such intent is given to the member proposed for removal and all executive board members 14 calendar days prior to the proposed hearing date. Grounds for removal shall include, but not be limited to, failure to pay annual dues, failure to attend the minimum of two RAAA, Inc. events, and two executive board meetings, and failure to perform duties.



RUTGERS AFRICAN-AMERICAN ALUMNI ALLIANCE (RAAA), INC. • NOMINATION PETITION

Please type or print all information

I do hereby authorize the Nomination Committee to certify and consider my candidacy for the office or committee chair of: _____

PERSONAL DATA:

Name: _____

College/Year: _____

Address: _____

Phone (w): () _____ - _____ Phone (h): () _____ - _____ Phone (c): () _____ - _____

Email Address: _____

Occupation/Job Title: _____

Employer: _____

<u>Degree(s) & Major/Minor</u>	<u>College/University</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CIVIC, SOCIAL AND PROFESSIONAL ORGANIZATIONS:

List the civic, social and professional organizations to which you belong.

LIST NATIONAL OFFICES HELD: **DATES OF TERM:**

LIST REGIONAL-LEVEL OFFICES HELD: **DATES OF TERM:**

LIST LOCAL-LEVEL OFFICES HELD:

DATES OF TERM:

AWARDS AND/OR HONORS:

List all awards or honors received, including those of a fraternal, educational, civic, professional or social nature.

AWARDS:

DATE(S):

STATEMENT:

Attach a very brief statement explaining why you are seeking office(s). You may also offer any other information you would like the Nominations Committee to consider in reviewing this petition. Please include a copy of your degree from Rutgers University or any proof of graduation.

I certify that the information provided on this form is correct.

Signature of Candidate

Date

Please return all information to:

raaa_elections@rutgersblackalumni.org

ENCLOSED:

- Petition
- Statement for office seeking
- Copy of Degree from Rutgers University or proof of graduation
- 3x5 glossy black & white or color picture
- I meet the financial requirement as prescribed in the election procedure

Attachment A

Sample Election Regulations for Candidates

1. You will be provided with copies of all election rules and regulations. You will have the opportunity to meet with the election committee, in attendance with all other candidates, to review the rules and regulations and to ask questions of the Election Committee.
2. You are entitled to one mailing of campaign materials through the Election Committee at your own expense. You may choose to do a joint mailing with other candidates in order to split expenses.
3. You are entitled to view the member mailing list one time during the period prior to the mailing of ballots to the members. You do not have the right to a copy of the list, or a list of the members mailing addresses.
4. You must file a report of all expenditures for the campaign. Receipts must be filed with the report. The report will be due within one week of the ballot count. If you cannot produce the report by that time, a written explanation must be provided to the Election Committee with an estimated date for the filing of the report, e.g. you have long distance charges and have not received the bill. If you have spent no funds during the campaign, you must provide a written, signed affidavit to that effect.
5. You may not solicit campaign contributions from any union, employer, Alumni, other Alumni Association. Campaign funds may not be used to support any other nominee.
6. There will be an Orientation meeting held with all candidates by the Election Committee. You will be expected to attend the meeting in order to have all regulations explained to you and have the opportunity to ask questions of the Election Committee. No meetings with separate candidates will be held by the Election Committee in order to insure that all candidates receive the same information and have the opportunity to hear answers to all questions. Copies of regulations will be mailed to candidates who do not attend the Orientation meeting. If you do not attend the meeting, please be aware that any violation of the rules shall not be excused because you failed to attend the meeting.

