



# CATHOLIC DAUGHTERS OF THE AMERICAS®

## NATIONAL HEADQUARTERS

### LOCAL COURTS' NOMINATING AND ELECTION PROCEDURES FOR MARCH 2012

Regent – make copy of these instructions for Nominating Committee Chairman

#### **BYLAWS**

#### ARTICLE XIII LOCAL COURT NOMINATIONS AND ELECTIONS

##### Sec. 1. COMPOSITION OF THE NOMINATING COMMITTEE

- A. The Nominating Committee of three (3) or five (5) shall be elected at the regular meeting in March in alternate years to the State elections. Nominations shall be made from the floor. **No member may serve more than two (2) consecutive terms** on the nominating committee.
- B. The three (3) or five (5) candidates with the most votes shall be elected. The remaining candidates shall serve as alternates according to their rank. The committee member receiving the most votes serves as Chairman, or the committee itself may select its chairman from among the three (3) or five (5) elected members.

#### **MARCH 2012 MEETING**

##### **REGENT –**

Nominations for committee are from the floor. After nominations are given the Regent states, “**The following members in good standing have been nominated for the nominating committee** (read names). If more than 5 names are given, then a vote must take place same as in an election. The persons with the most votes will be members of the committee. **As many are in favor of their election, say ‘aye’; those opposed say ‘nay’. The ayes have it and** (read names again) **will serve on the Nominating Committee.**

##### **REGENT –**

Give the Chairmen a copy of these instructions and an up to date roster of all members. Be sure to note members in good standing whose dues are no more than three (3) months in arrears as per Article XII Sec. 3. A.

##### **NOMINATING COMMITTEE –**

After the election, the Chairman will call for a meeting with all the members of the Committee. Due to the difficulty at times to fill the slate, the sooner the meeting is held after the election, the better.

#### ARTICLE XIII LOCAL COURT NOMINATIONS AND ELECTIONS

##### Sec. 2. DUTIES OF THE NOMINATING COMMITTEE

- A. The Committee shall meet and consider possible candidates for office.
- B. The **Chairman** shall call each possible candidate and ask if she is willing to serve.
- C. The Nominating Committee shall submit to the Local Court Regent the name of one candidate for each office.
- D. If there is a vacancy on the slate, the committee shall report that office vacant (open).
- E. The Chairman shall report the slate of officers to the court at the April meeting.

1. Only members in **GOOD STANDING** are eligible to hold any office. Therefore, it is the **Chairman’s** responsibility to obtain from the Regent the listing of members in good standing. The Committee should review the jobs and responsibilities of all 5 offices before proceeding.
2. The Committee should start with the nomination of the Regent and proceed down the chairs to the office of Treasurer.

## ARTICLE XII LOCAL COURTS

### Sec. 4. TERM OF OFFICE

The term of office shall be for two (2) years. Officers shall serve only two (2) consecutive terms or four (4) years in any one office.

3. No members of this committee have the right to promise any member of the court that her name will be placed on the slate of officers. This action can cause problems. The **Chairman** of the committee calls each possible nominee.
4. When the Committee has made its selection, the **Chairman** should call the first person suggested for Regent and proceed through the chairs.
5. As each person is called, the **Chairman** should ask the candidate to keep this confidential until a written notice of the slate is published. Please make sure that the member being called is fully aware of the job before accepting and that this is for the June 1, 2012 through May 31, 2014 term.
6. **Neither the Regent nor the chaplain** is an ex-officio member of this committee. They should not be notified or invited to the meeting. "Ex officio" is a Latin term meaning "by virtue of office or position." Ex-officio members of committees, therefore, are persons who are members by virtue of some other office or position that they hold.
7. What and who is discussed in this meeting is strictly confidential and must **not** be repeated to anyone. The slate must be given in writing or email to the Regent only.
8. The Committee should use the two months time to try and fill all the offices though they are not obligated. It is much more important to have a competent person filling the office than a name.

## **MAY 2012 MEETING**

### **NOMINATING COMMITTEE CHAIRMAN –**

At the May meeting the **Nominating Committee Chairman** will present the proposed slate to the membership.

## ARTICLE XIII LOCAL COURT NOMINATIONS AND ELECTIONS

### Sec. 3. ELECTIONS

- F. Written notice and/or notice via electronic (email) mail of at least **ten (10) days** from the date of postmark must be given to all members of the Court, as to the time, date, place of election, and the slate of officers as submitted by the Nominating Committee.
- G. Prior to the election, nominations may be made from the floor at the regular business meeting in May.
- H. Officers shall be elected by ballot at the regular business meeting in May in the alternate years to the State elections and shall hold office for a two (2) year term or until their successor is elected. A majority vote shall elect. In the event there is only one (1) nominee for an office, the Regent may take a voice vote for the election.
- I. Each officer shall assume the office to which she is elected with or without installation thirty (30) days following election.

The responsibility of the committee is now completed.

### **REGENT-**

As the first order of business under **New Business**, the Regent will call for the report of the Nominating Committee. The Chairman will rise, read the report starting with the Office of Regent, then Vice Regent, Recording Secretary, Financial Secretary and Treasurer. The **Chairman** then hands the slate to the Regent. There is no motion to accept the slate from the Committee.

**ELECTIONS OF LOCAL COURT OFFICERS**

The Regent then reads the report again to the members. Then, she states:

**“Nominations from the floor are now open. The Nominating Committee has presented the name of \_\_\_\_\_ for the office of Regent. Are there any further nominations for the office of Regent?”**

**(Nominations from the floor are not seconded!)** After pausing, the Regent proceeds in the same manner through all the offices. If there are nominations from the floor for any office, she accepts these by repeating the name of the person, “ \_\_\_\_\_ has been nominated for \_\_\_\_\_, are there any further nominations for \_\_\_\_\_?” At the conclusion of nominations from the floor, the Regent will say, **“Are there nominations for any office? Hearing none the Chair declares the nominations closed.”** Again, no motion is needed to close nominations.

**WHEN NO OFFICE IS OPPOSED**

**“We will proceed to election of officers.”** At this time if there are no officers opposed, no Tellers are needed and a voice vote is taken as follows:

**“All those in favor of \_\_\_\_\_ for Regent, \_\_\_\_\_ for Vice Regent, \_\_\_\_\_ for Recording Secretary, \_\_\_\_\_ for Financial Secretary and \_\_\_\_\_ for Treasurer will say ‘aye’. All those opposed ‘nay’. The ayes have it and you have elected \_\_\_\_\_ for Regent, \_\_\_\_\_ for Vice Regent, \_\_\_\_\_ for Recording Secretary, \_\_\_\_\_ for Financial Secretary and \_\_\_\_\_ for Treasurer.**

**WHEN ANY OR ALL OFFICES ARE OPPOSED**

The **Regent** chooses a Head Teller, Teller and Tally Clerk to help take the vote. Ballots are passed out to all the members to take a vote. Collect the ballots in a box or basket. If a member makes an error on her ballot, she should ask the Head Teller for another ballot and return the one with the error. The erroneous ballot is immediately destroyed.

A head count is taken before the voting begins. The **Head Teller** tallies the votes and prepares the report. Example of report follows:

Regent            votes cast 64    needed to elect 33  
Member X 38  
Member Y 26

NOTE: a simple majority  
(1 more than 50% voting)  
elects the officer

This report contains all the officers who are opposed. When called upon, the Head Teller reads the report in its entirety and then hands it to the Regent who re-reads the report out loud and says, “By your voting, you have elected X to the office of Regent”, etc.

The **Regent** then congratulates all those who have been elected.

**FINALLY**

A meeting of the present officers and those newly elected should be planned before the June 1, 2012 meeting. At that meeting all books, records and properties from the former office are given to the newly elected officer with time for questions and answers to be addressed.

ARTICLE XIII LOCAL COURT NOMINATIONS AND ELECTIONS  
Sec.4. Local Court installations shall take place no later than the regular September meeting.

ARTICLE XIV LOCAL COURTS, SEC. 11 ELECTIONS  
E. Each office shall assume the office to which she is elected with or without installation  
30-days following election.