

TO: All Candidates  
FROM: CHCC Elections Committee  
SUBJECT: Regional Meeting & Elections Procedures

1. Regional Caucus Meetings Elections

- a. Each meeting shall be led by the present Chair of the Region who is a member of the CHCC board of directors.
- b. If the Regional Chair is himself/herself a candidate for re-election or election, he/she will formally open the session, but will then hand over the meeting to a member of the Elections Committee or its designee.
- c. The Chair of the meeting shall go over the elections process as follows:

Uncontested Elections

- i. The only persons who can be present in the room are delegates, candidates to give their speeches (whether delegates or not), elections committee members, and elections committee support staff.
- ii. With an uncontested election, the Chair will identify the candidate(s).
- iii. There shall be no nominations from the floor.
- i. The Chair shall ask each candidate if a delegate who is from the region in the audience of delegates will formally nominate them. If there is a delegate who is from the region to nominate the candidate, that nominating individual is allowed one (1) minute to nominate the candidate and speak in favor of him/her.
- iv. The candidate(s) shall then be allowed the opportunity to provide his/her own two (2) minute statement.
- v. All candidates and all other persons who are not also delegates or committee members or committee staff will then be asked to leave the room.
- vi. Paper ballots should then be handed out. **IMPORTANT:** Count the number of delegates in the room (look at their badges) and count out the same number of ballots. Give one ballot in the hands of each delegate. Be careful that each delegate cannot get more than one.
- vii. The delegates vote and put their ballots into the box. The paper ballots shall then be tallied in another location nearby with the designated observers of the candidates, and each unopposed candidate that receives at least one vote of eligible voters, shall be declared the winner of the position. Each candidate may designate a vote counting observer. This person does not necessarily need to be a delegate.

- viii. The region may then proceed on to other Regional business in its caucus as appropriate.

#### Contested Elections

- i. The only persons who can be present in the room are delegates, candidates to give their speeches (whether delegates or not), elections committee members, and committee support staff.
- ii. In a contested election, the Chair of the Nominations Committee will identify the candidate(s) who have been certified as eligible to run for the office at issue at the meeting.
- iii. There shall be no nominations from the floor.
- iv. The Chair shall ask each candidate if a delegate who is from the region in the audience will formally nominate them. If there is a delegate who is from the region to nominate the candidate, that nominating individual is allowed one (1) minute to nominate the candidate and speak in favor of him/her.
- v. Following each nomination, the candidate nominated shall be allowed his/her own two (2) minute statement to address the delegates.
- vi. All candidates and other persons who are not also delegates, committee members, or committee staff will then be asked to leave the room.
- vii. Following each of the candidate statements, the Chair shall ask staff to count the number of delegates in the room to reconfirm the number of voting delegates. Staff shall then pass out ballots, which have been pre-printed with the names of the certified candidates. The number of ballots handed out must equal the number of voting delegates in the room. **IMPORTANT:** Check carefully that only voting delegates are given a ballot, and only one ballot is given to each voting delegate.
- viii. The Chair shall announce that the delegates may vote for one candidate for regional chair and up to two candidates for the two regional director positions, depending on how many candidates have been certified. For example, if two persons are running for regional chair, and five persons are running for regional directors, the voting delegate shall have one vote to use for the regional chair slot, and two votes to use for the two slots from among the five candidates for regional directors.
- ix. Once the ballots have been handed out, the Chair shall announce that executed ballots shall be collected by staff and put in a box, which shall be passed out. The box should contain a slit on the top which allows the voting delegates to deposit their ballots in the box.
- x. When it appears that all voting delegates have voted, the Chair shall ask the voting delegates whether all ballots have been collected to confirm that those delegates who have chosen to vote have submitted their ballots.

- xi. After receiving all of the ballots, the Chair shall announce that Nominations Committee staff or their designated personnel, the Regional Chair (or other person designated to run the election for that region), and one vote-counting observer for each candidate shall conduct and observe the counting of the ballots.
- xii. Each candidate can designate one vote-counting observer (not necessarily a delegate) to observe the vote counting process.
- xiii. After the candidates have identified their observer to observe the vote counting process, the Nominations Committee members and the observers shall go to a “counting area” outside of the presence of the voting delegates in a place nearby but outside of the regional meeting room. There they shall first count and verify the total number of ballots collected equals the total number of ballots that were handed out.
- xiv. If there are more ballots than number of voting delegates, then the voting shall be disqualified and a re-vote shall be immediately conducted.
- xv. If the total number of ballots collected is less than the total number of ballots handed out, then the counting shall proceed as it will be assumed that a voting delegate or delegates chose not to vote or to turn in a ballot.
- xvi. The ballots shall be counted and the vote tallied.
- xvii. Roberts Rules of Order shall apply with regard to any disputes concerning the validity of the ballots.
- xviii. If a ballot is illegible or incapable of being interpreted, then the ballot may be declared void after consult with the elections committee and general counsel.
- xix. In the case of regional chairs, the candidate with the most votes wins. In the case of a tie, see the Bylaws.
- xx. In the case of regional directors, the two candidates with the most votes win. In the case of a tie, see the Bylaws.
- xxi. In the event of a tie vote, the ballots shall be immediately recounted to confirm the tie vote.
- xxii. In the event of a tie vote, there shall be a re-voting process as per the Bylaws.
- xxiii. Once certified by the Election Committee Chair, the election results shall be provided to the Regional Chair or other person in charge of the regional election for announcement to the regional caucus. The Chair shall return to the regional caucus room to declare the winner or winners of the election. The Chair shall announce the votes tallied to the audience. Ballots shall then be submitted to the General Counsel.

## 2. Chair and Vice Chair Elections

- a. After the Regional Elections, all delegates will convene in one room to conduct the elections for Chair and Vice Chair.

- b. The meeting shall be led by the Elections Committee Chair.
- c. The Chair shall go over the elections process as follows:

#### Uncontested Elections

- i. The only persons who can be present in the room are delegates, candidates to give their speeches (whether delegates or not), elections committee members, and elections committee support staff.
- ii. With an uncontested election, the Chair will identify the candidate(s).
- iii. There shall be no nominations from the floor.
- ii. The Chair shall ask each candidate if a delegate in the audience of delegates will formally nominate them. If there is a delegate to nominate the candidate, that nominating individual is allowed one (1) minute to nominate the candidate and speak in favor of him/her.
- iv. The candidate(s) shall then be allowed the opportunity to provide his/her own two (2) minute statement.
- v. Once this is done, all candidates and all other persons who are not also delegates or committee members or committee staff will then be asked to leave the room.
- vi. Paper ballots should then be handed out, one for Chair election and one for Vice-Chair. **IMPORTANT:** Count the number of delegates in the room (look at their badges) and count out the same number of ballots. Give one ballot in the hands of each delegate. Be careful that each delegate cannot get more than one.
- vii. The delegates proceed to vote, and their ballots are collected. The paper ballots shall then be tallied in another location nearby with the designated observers of the candidates, and each unopposed candidate that receives at least one vote from eligible voters shall be declared the winner of the position. Each candidate may designate a vote counting observer. This person does not necessarily need to be a delegate.

#### Contested Elections

- i. The only persons who can be present in the room are delegates, candidates to give their speeches (whether delegates or not), elections committee members, and committee support staff.
- ii. In a contested election, the Chair will identify the candidate(s) who have been certified as eligible to run for the office at issue at the meeting.
- iii. There shall be no nominations from the floor.
- iv. The Chair shall ask each candidate if a delegate in the audience will formally nominate them. If there is a delegate to nominate the candidate, that

nominating individual is allowed one (1) minute to nominate the candidate and speak in favor of him/her.

- v. Following each nomination, the candidate nominated shall be allowed his/her own two (2) minute statement to address the delegates.
- vi. Once this is done, all candidates and other persons who are not also delegates, committee members, or committee staff will then be asked to leave the room.
- vii. Following each of the candidate statements and the departure of non-delegates, the Chair shall ask staff to count the number of delegates in the room to reconfirm the number of voting delegates. Staff shall then pass out ballots, which have been pre-printed with the names of the certified candidates. The number of ballots handed out must equal the number of voting delegates in the room. **IMPORTANT:** Check carefully that only delegates are given a ballot, and only one ballot is given to each delegate.
- viii. The Chair shall announce that the delegates may vote for one candidate for Chair and one candidate for Vice-Chair.
- ix. Once the ballots have been handed out, the Chair shall announce that executed ballots shall be collected by staff and put in a box.
- x. When it is determined that all voting delegates have voted, the Chair shall ask the voting delegates whether all ballots have been collected to confirm that those delegates who have chosen to vote have submitted their ballots. A member of the Nominations Committee shall then count the number of ballots in front of the group to show that the same number of ballots that were handed out have been collected back, and that this equals the number of voting delegates. If the total number of ballots collected back is less than the total number of ballots handed out, then the counting shall proceed, as it will be assumed that a voting delegate or delegates chose not to vote or to turn in their ballot.
- xi. After receiving all of the ballots, the Chair shall announce that Nominations Committee staff or their designated personnel, the Regional Chair (or other person designated to run the election for that region), and one vote-counting observer for each candidate shall conduct and observe the counting of the ballots.
- xii. Each candidate can designate one vote-counting observer (not necessarily a delegate) to observe the vote counting process.
- xiii. After the candidates have identified their observer to observe the vote counting process, the Nominations Committee members and the observers shall go to a “counting area” outside of the presence of the voting delegates in a place nearby but outside of the regional meeting room.
- xiv. The ballots shall be counted and the vote tallied.
- xv. Roberts Rules of Order shall apply with regard to any disputes concerning the validity of the ballots.

- xvi. If a ballot is illegible or incapable of being interpreted, then the ballot may be declared void after consult with the elections committee and general counsel.
- xvii. The candidate who receives the most votes wins. In the case of three or more candidates, 50% plus 1 is required to win. If no candidate achieves 50% plus 1 in the first round, a second round of voting will be done with the top two candidates.
- xviii. In the event of a tie vote, the ballots shall be immediately recounted to confirm the tie vote.
- xix. In the event of a tie vote, there shall be a re-voting process as per the Bylaws.
- xx. Once certified by the Election Committee Chair, the election results shall be provided to the Regional Chair or other person in charge of the regional election for announcement to the regional caucus. The Chair shall return to the regional caucus room to declare the winner or winners of the election. The Chair shall announce the votes tallied to the audience. Ballots shall then be submitted to the General Counsel.