NAWIC Chapter Elections
• All Officers and Directors shall be elected by ballot no later than the end of June and shall take office October 1 following their election.

• When a ballot for any office or directorship fails to show a majority, the name of the nominee having the lowest number of votes shall be dropped and balloting continued until a majority is declared.

• When there is only one nominee for any office or any directorship, the Recording Secretary may be instructed to cast the elective ballot.

• No person shall be elected to the office of President, President-Elect or Vice President who has not served on the Board of Directors.

• All Chapter elections may be conducted by mail ballot by a majority vote. (Every Chapter must check their State law for the legality of mail ballots)
Nominating Committee:

• A Nominating Committee of not less than three (3) voting members shall be elected no later than the end of March of each year. Two (2) members shall be elected from the membership, and one (1) shall be elected from the Board of Directors. The Committee shall elect its own chairman. (2/10)
  
  • Chapter President or President-Elect **DOES NOT** Serve as an ex-officio member of the Nominating Committee

• No later than the end of May of each year, the Nominating Committee shall submit the names of one or more nominees for each office and each directorship to be elected. Nominations may also be made from the floor. If the Nominating Committee report is presented at one meeting and voting takes place at the following, nominations from the floor shall be permitted at both meetings.
Nominating Committee:

• Members serving on the Chapter Nominating Committee should have an overall awareness of the qualifications of potential candidates. Members who are knowledgeable of NAWIC Bylaws and who are also active and involved should constitute the Nominating Committee.

• It is the responsibility of the chapter Nominating Committee to prepare a slate of candidates who are competent, knowledgeable and participating members. The elected Board of Directors is then responsible for leadership and guidance for the Chapter. If your Chapter is to experience a successful and productive year, it must have members serving on the board who are willing to give 100 percent of their diligence and expertise.
Nominating Committee:

• The chapter Nominating Committee should use extreme caution not to allow personal feelings to enter into the decision-making process regarding the slate of candidates. Look at the potential candidates’ eligibility, ability to lead, and their willingness to serve the Chapter. Keep an open mind with the long-range future goals of the Chapter as your number one priority. The selection of candidates should be by majority vote of the committee. No deliberations of the committee should be discussed outside the committee meeting(s).

• It is imperative that the Chapter Nominating Committee, before making its report, contact each person whom it wishes to nominate in order to obtain her acceptance of nomination.
Nominating Committee:

- Members of the Chapter Nominating Committee are not barred from being nominees for office themselves. To say members of this committee could not run for office would surely deprive them of one of their privileges.
Nominating Committee:

• *When the Nominating Committee is called upon for its report at a meeting, its chairman rises and presents the slate as follows: Nominating Committee Chairman: “Madam President, the Nominating Committee submits the following nominations: For President, Alice A, Cathy C; for Vice President, Betty B, Diane D”. . . . . . . . . . . . and so on for each office to be filled, naming the nominees in the order in which the offices are listed in the Bylaws.

• A Chapter Nominating Committee is automatically discharged when its report is formally presented to the assembly, although if one of the nominees withdraws before election, the committee is revived and must meet immediately to agree upon another nomination.

• All elections must be concluded no later than the end of June with names provided to the NAWIC Office within two weeks.
Nominating Committee:

- Responsibilities
  - Posting the slate (suggested to post twice before election)
  - Prepare ballots
  - Prepare tally recap sheets
  - Remind the candidates that they will have two minutes to discuss why they are the candidate of choice for the office
  - Confirm that there will be a quorum at your voting meeting
Majority Vote:

The selection receiving more than half of votes cast is known as Majority Vote. The NAWIC Bylaws specify majority vote for mail ballots as well.
Elections:

• Need a Quorum in attendance for election
  • 1/3 of voting members to held election
  • To win the office you must have a majority (1/2 members present +1)
  • If three or more are running and no one has the majority, the one with the least amount of votes is dropped and balloting is repeated until the majority is reached

• Choice
  • Vote each office one at a time, or:
  • Entire slate at once
Voting Procedures:

- Announce the first office
- Nominations can be taken from the floor
- Nominations for the office will be closed
- Continue the process until all offices are announce
- Suggestions-you can ask the nominees to stand and introduce themselves (no more than 2 minutes) on why they are qualified for this position
- Voting to take place
- Have someone make the motion to destroy the ballots. The head teller is responsible to destroy the ballots and tally sheets
Tellers:

- Minimum of three is suggested
  - Utilize your non-voting members
- Distributes and collect all ballots
- Head Teller-responsible for:
  - Verifying the election results
  - Entering the voting count of the tally sheets
  - Presenting the President the Election results
  - Responsible for destroying ballots and tally sheets, after Election is declared
Mail Ballots:

• A mail ballot election is handled slightly differently than a voice vote or roll call election. Special instructions for filling out the ballot and the ballot’s disposition are given. A tellers committee (also called the election committee) is appointed by the presiding officer to receive and count the ballots. Appointed tellers or election committee members should not be candidates. All of the necessary details must be planned ahead and explained explicitly to the voting members to ensure their understanding. (i.e. Mark only one candidate for each office.)

• When authorized by the bylaws, a vote by mail can increase the representation of the voting membership.

• It should be reserved for important matters and should guarantee secrecy. The mailing list of voters should correspond to the official roll of the voting members. The secretary should furnish the Head Teller with the Official List of voting Chapter Members including addresses. Voters should be sent: (1) the preprinted ballot with explicit voting instructions. The instructions must specify the deadline date for receipt of the ballot, i.e. postmark date.

• (2) A self-addressed return envelope with the name and address of the Head Teller, for enclosing the ballot envelope with the ballot sealed inside and a specified area for the member’s signature. This will allow the Election Committee to verify the validity of the vote without knowing how the individual voted. (9/10)
Mail Ballots:

• The Head Teller should accumulate the sealed ballot envelopes and deliver unopened to the Election Committee Meeting. The envelopes are opened at the Election Committee Meeting and are handled in the following manner:

• (1) Verify the signature of the voter against the Master Check-off List.

• (2) Remove the ballots from the envelope.

• (3) Place all ballots in the ballot (receptacle) box (do not unfold). Special care should be taken to insure accuracy and secrecy of the vote. When all envelopes have been opened and ballots placed in receptacle or ballot box, tabulation should begin.
Illegal Ballots:

• When recording votes, the tellers occasionally may come across ballots that cannot be credited to any candidate or proposition, such as blank ballots.
• Blank ballots are ignored.
• A vote for a fictitious candidate or illegible ballots are treated as illegal ballots and noted as such.
• It is the teller’s responsibility to accurately reflect the will of the members - if a name is misspelled, but clearly identifiable, it should be counted and not treated as an illegal vote.
Destroying Mail Ballots:

• Ballots must be kept in a large envelope and taken to the next meeting. They should not be disposed of until an Election is declared.

• A motion should be made once the Election has been declared to dispose of the ballots.

• The destruction of ballots is also appropriate for Elections held at a Chapter meeting.
Now What Do I Do:

• After the Chapter Election, but before Installation:
  • The President or President-Elect says that she cannot fill the position for the new year. The Chapter will hold a Special Election just for that position. The Election will follow the same guidelines as for a regular Election.

• Vice-President, Secretary, Treasurer, Director:
  • These positions will be filled by the newly installed Board of Directors after the Installation of the new Board
Now What Do I Do:

• During the NAWIC year:
  • President resigns – Vice-President assumes the role for the remainder of the current NAWIC year
  • President-Elect resigns – during the upcoming Election, a new President would be elected that will take office in the new NAWIC year
  • Vice-President, Secretary, Treasurer or Director resigns – the current seated Board will elect, by ballot, someone to take their place for the remainder of the current NAWIC year
NAWIC'S Organizational Structure:

N.U.G.G.E.T.

- Membership
- National Board of Directors
  - Officers
  - Region Directors
    - Midwest
    - North Central
    - Northeast
    - Pacific Northwest
    - Pacific Southwest
    - South Atlantic
    - South Central
    - Southeast

- Chapter Presidents (Boards)
- Appointees / Taskforces
- Executive Administrator
- National Committee Chairs
- Regional Committee Chairs (National Committee Members)
- Database/Website Manager, Graphics
- Bookkeeper/Store Manager
- Membership/Admin. Asst.
- Communications Manager
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  - Officers
  - Region Directors
NAWIC’S Organizational Structure:

- President
- Vice-President
- President-Elect
- Secretary
- Treasurer
- Immediate Past President

N.U.G.G.E.T.

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NAWIC’S Unique Groove for Gaining Extra Tidbits

Structure:
NAWIC’S Organizational

Region Directors

Chapter Presidents (Boards)

Midwest
North Central
Northeast
Pacific Northwest
Pacific Southwest
South Atlantic
South Central
Southeast

Regional Committee Chairs (National Committee Members)
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