

Mutual Aid Box Alarm System – Illinois Policy – Practices – Guidelines Manual

Index #: A-02-04

Adopted: 10/24/2007

Revised: 10/17/2018

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Subject: MABAS-Illinois Board Member Nominations, Qualifications, and Election Process Rules

Functional Area: Governance and Administration – Bylaws and Elections Committee

Category: Policy

Approved By: MABAS Elected Board



PURPOSE

Establishes responsibilities, qualifications, processes, and requirements to nominate candidates and elect individuals to the MABAS-Illinois Executive Board positions of President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer/Comptroller. Guidance intent and compliance is provided as stated in the MABAS Bylaws approved and adopted on October 16th, 2019.

RESPONSIBILITY

It is the responsibility of candidates seeking election to the MABAS-Illinois Executive Board to comply with this policy. It is the responsibility of the Bylaws and Elections Committee to manage, administer, make recommendations, and interpret matters regarding this policy. The members of the Bylaws and Elections Committee shall enforce this policy.

ACCOUNTABILITY

Position candidates shall comply with this policy. Failure to do so allows the Bylaws and Elections Committee to disqualify the candidate and strike their name from appearing on an election ballot.

REPORTING REQUIREMENT

The Bylaws and Elections Committee Co-Chairs will report their findings from an election process to the full MABAS-Illinois Executive Board (MABAS divisions in attendance at an Executive Board meeting). Disqualified candidates may appeal a committee's finding to the full MABAS-Illinois Executive Board for consideration of reinstatement on a ballot.

Elections and Bylaws Committee's Duties

The Bylaws and Elections shall manage the nominations and election process for MABAS-Illinois elections, and validate position nominees assuring they meet the minimum qualifying requirements as set forth in and by MABAS Policy.

The committee's tasks and role does not include the establishment of a slate nor any form of endorsement of a candidate for elected office.

Elected Position Requirements

In accordance the Bylaws and election policies, the following shall be submitted by any individual who wants to run as a candidate for any elected position:

1. Letter of Interest, which includes qualifications, capabilities, and policy positions they may have – resume optional.
2. Letter of Endorsement (1) from their assigned primary (where the nominee's department pays their dues) MABAS division.
3. Letter of Support and Approval from the individual's direct supervisor(s), or District Board President, allowing them to seek office and provide the time and effort required to serve as an elected officer on the MABAS Executive Board.

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4. Submission packets shall be complete or they will be rejected by the Bylaws and Elections Committee as non-qualifying candidates. In the event an application packet is incomplete, the Bylaws and Elections Committee shall contact the candidate via email and allow the candidate to cure the defect within 15 days via email. After 15 days have expired, failure to cure will disqualify a candidate from having their names appear on the ballot.

Election Process and Rules of Order for the Election

The election process and rules are as follows:

1. Nominations process announcement will occur on, or about, 90-120 days before the scheduled annual elections at the first meeting following a new calendar year.
2. Candidate packets need to be submitted to the Bylaws and Elections Committee Co-Chair 60 days prior to the first scheduled Executive Board meeting in a year.
3. The Bylaws and Elections Committee will provide a briefing at the MABAS-Illinois Executive Board Meeting prior to the first meeting of each calendar year.
4. Qualifying candidate packets received by the Bylaws and Elections Committee prior to the annual election will be made available for all MABAS divisions eligible to vote (dues have been fully paid). Eligible MABAS divisions will have time to review candidate packets prior to the election meeting beginning a calendar year and select candidates to support.
5. All candidate application packets shall be submitted electronically (no U.S. Mail hard copies will be accepted) to the MABAS office as directed by the Bylaws and Elections Committee. All candidate packages will be held in a confidential manner until they have been reviewed for compliance by the Bylaws and Elections Committee. Release of all candidate packets will be simultaneous following the review for compliance.
6. Questions regarding application/nomination process or rules regarding the election qualification process shall be submitted in writing, electronically to both Co-Chairs of the Bylaws and Elections Committee.
7. Elections will be held during the first MABAS-Illinois Executive Board Meeting beginning a new calendar year. The process for the election rules of order are as follows:
 - Divisions get one vote each for each of the elected positions up for election per MABAS Bylaws.
 - Only attending MABAS divisions in good standing may vote – proxy votes for non-attending divisions are disallowed.
 - The Bylaws and Elections Committee and current Executive Board will determine if a quorum is present to authorize the election in accordance with the Bylaws.
 - Voting shall take place via a voice vote roll call for the selection of each position.
8. An individual for a position will be declared a winner if they receive the most votes cast for the position.
9. If there is a tie between two or more candidates for a position, a run-off election will be immediately conducted.
10. The Bylaws and Elections Committee Co-Chairs shall attest to the vote counts and determine Rules of Order should questions so require. The Bylaws and Elections Committee Co-Chairs may receive advice, if needed, from MABAS council regarding election process and proceedings.
11. Should a run-off occur, the Bylaws and Elections Committee Co-Chairs may allow each of the two, or more, top vote run-off candidates to speak to the voting MABAS divisions as a group prior to the run-off election. Candidate presentations should last no more than 10 minutes each, which includes speaking and audience question and answer. Attendance at the election meeting by candidate is optional and voluntary.

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Endorsements and Campaigning

The rules for endorsements and campaigning are as follows:

1. Members of the current Elected Board and Bylaws and Elections Committee shall not provide Letters of Endorsement to any candidate for an election.
2. Candidates are permitted to seek Letters of Endorsements from individuals for the purpose of circulating them to MABAS divisions.
3. Position candidates who solicit Letters of Endorsement from individuals or attempt to solicit endorsements of any kind beyond the qualification requirements of this process shall be disqualified from the process and the election ballot by the Bylaws and Elections Committee.
4. Candidates for the election are strongly encouraged to invest a lot of time, thought and energy in their Letter of Intent. Candidates are encouraged to use the Letter of Intent as their sole mechanism to express, to voting MABAS divisions, their desires, motivations, and qualifications to run for a specific MABAS elected position.
5. The candidate packets shall be distributed freely and posted on the MABAS website after a submission deadline. All MABAS divisions are encouraged to review and use candidate package information as their source for making an educated vote.
6. Elected candidates will take office upon adjournment of the Executive Board meeting when the vote was taken following validation of the vote by the Bylaws and Elections Committee. All elected position MABAS materials and equipment shall be turned over to the newly elected successor within 30 days.