

Mutual Aid Box Alarm System – Illinois

Policy – Practices – Guidelines Manual

Index #: A-02-04

Adopted: 10/24/2007

Revised: 6/11/2025

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Subject: Board Member Nominations, Qualifications, and Election Process Rules

Functional Area: Governance and Administration – Bylaws and Elections Committee

Category: Policy

Approved By: MABAS-IL Chapter Governing Board



PURPOSE

Establishes the process and procedure to nominate candidates and elect individuals to the MABAS-ILLINOIS Chapter Governing Board positions of President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer/Comptroller.

RESPONSIBILITY

It is the responsibility of candidates seeking election to the MABAS-Illinois Chapter Governing Board to comply with this procedure. It is the responsibility of the Bylaws and Elections Committee to manage, administer, and interpret matters regarding this procedure.

ACCOUNTABILITY

The Bylaws and Elections Committee, through its co-chairs, shall be accountable for compliance with this procedure.

REPORTING REQUIREMENT

The Bylaws and Elections Committee Co-Chairs will report their findings regarding the election process to the MABAS-Illinois Chapter Governing Board.

Bylaws and Elections Committee's Duties

The Bylaws and Elections Committee are afforded the following duties and responsibilities regarding elections for the MABAS Chapter Governing Board.

- Ensure that notice for nominations for expiring or vacant positions is communicated to all MABAS Divisions in advance of a scheduled election.
- Review submitted nominations for completeness and compliance with this procedure and the MABAS-Illinois Bylaws.
- Report to the MABAS Chapter Governing Board prior to an election the names of all pre-qualified candidates for the offices to be filled.
- Conduct the election during a meeting of the MABAS-Illinois Chapter Governing Board.

The Committee's duties and responsibilities do not include the establishment of a slate nor any form of endorsement of a candidate for elected office.

Elected Position Pre-Qualification Requirements

In accordance with the Bylaws, the following shall be submitted by any individual who seeks candidacy for an elected position:

1. Letter of Interest, which includes qualifications, capabilities, and policy positions they may have – resume optional.
2. A letter of endorsement from the candidate's primary division, or in the event the candidate is retired from the fire service, a letter of endorsement from the Division where the candidate was previously affiliated or otherwise maintains a current relationship.

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3. Where applicable, a 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 Chapter Governing Board.
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.

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, 120 days before the scheduled annual elections at the first meeting following a new calendar year.
2. Completed nomination packets must be submitted as directed a minimum of 75 days before the scheduled annual elections to be held at the first meeting following a new calendar year. Packets will be forwarded to the Bylaws and Elections Committee for review immediately upon receipt.
3. 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 and select candidates to support.
4. The Bylaws and Elections Committee shall review and accept or reject the nomination packet in accordance with the prequalification guidance herein. Accepted nominations must be forwarded to all Divisions a minimum of 60 days before the scheduled annual elections
5. The Bylaws and Elections Committee will provide a briefing at the MABAS-Illinois Chapter Governing Board Meeting prior to the election.
6. 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.
7. Questions regarding application/nomination process or rules regarding the election qualification process shall be submitted in writing, electronically to the Co-Chairs of the Bylaws and Elections Committee.
8. Elections will be held during the first MABAS-Illinois Chapter Governing Board Meeting after the beginning of 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 Elected Committee 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.
9. An individual for a position will be declared a winner if they receive the most votes cast for the position.
10. If there is a tie between two or more candidates for a position, a run-off election will be immediately conducted.

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11. Should a run-off occur, the Bylaws and Elections Committee Co-Chairs may allow each of the 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 time.
12. 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 the election process and proceedings.

Endorsements and Campaigning

The rules for endorsements and campaigning are as follows:

1. Members of the current Elected Committee 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.