

*Election*  
*of*  
*Chapter Officers*  
*Handbook*



Updated  
April 1, 2011

## FORWARD

### Co-workers:

The new nomination and election procedures are in force and effective with the 2010 Annual Election of Officers. Please familiarize yourself with this Handbook, the General Law changes relevant to the election as well as the new Election Procedures.

This handbook is intended to be a useful tool to provide you with information and guidelines that will not only clarify the process to elect officers, but ensure a smooth transition of officers with optimal efficiency for the Chapter and its membership.

This handbook in no way supersedes the General Laws of the Women of the Moose, currently in effect, which should be read in its entirety, specifically Section(s) that explain the nomination and election process.

We hope this handbook will answer any questions you have regarding the nomination and election process. However, if you are confused or still have a question about the procedures involved you should:

- (1) Study the General Laws and this handbook to clarify the point of issue in question.
- (2) After studying the General Laws, if you are still unsure or unclear on the point or issue, talk with other experienced members (i.e. Past Regents, Chapter Analyst Coordinator or Women of the Moose Training Leader).
- (3) After exhausting (1) and (2) above, if time allows, submit your question in writing, to the Grand Chancellor's office for clarification. If not and time is of the essence, call the Grand Chancellor's office for assistance at (630) 966-2243. Written questions may be faxed to (630) 966-2211.

**Good Luck!**

## TABLE OF CONTENTS

<b><u>Chapter</u></b>	<b><u>Subject</u></b>	<b><u>Page</u></b>
<b>One</b>	<b>Introduction.</b>	
	A. Purpose of Elections.....	4
<b>Two</b>	<b>Nominating Committee.</b>	
	A. Appointment.....	5
	B. Procedure .....	5
	C. Reporting.....	6
	D. Vacancies .....	6
<b>Three</b>	<b>Elected Chapter Officers.</b>	
	A. Responsibilities of Officers.....	7
	B. Qualification.....	8
	C. Eligibility Requirements .....	9
	D. Ineligibility.....	9
<b>Four</b>	<b>Petitioning.</b>	
	A. Requirement/Eligibility.....	10
	B. Procedures.....	10
	C. Invalid Petitions.....	10
<b>Five</b>	<b>Campaigning.</b>	
	A. Policy.....	11
<b>Six</b>	<b>Election Committee.</b>	
	A. Appointment.....	12
	B. Procedure .....	12
	C. Reporting.....	12
	D. Election Challenges.....	12
<b>Seven</b>	<b>Voting/Election.</b>	
	A. Unanimous Ballot.....	13
	B. Paper Ballot.....	13
	C. Australian Ballot .....	13
	D. Election.....	14
<b>Eight</b>	<b>Installation of Officers.</b>	
	A. Requirements .....	15
	<b>Questions &amp; Answers.....</b>	16
	<b>Forms .....</b>	18

## CHAPTER ONE

### INTRODUCTION

#### **A. Purpose of Elections.**

Every Chapter is required by the General Laws to hold an election of officers in March of each year. The only exceptions are: (1) a newly instituted Chapter or (2) based upon membership action, has received written approval, in advance, or (3) because of an emergency situation requires the election to be changed or waived.

The elected officers of the Chapter consist of: Senior Regent, Junior Regent, Chaplain, Secretary/Treasurer and Recorder. The election of officers is important because Chapter members are electing the co-workers who will lead the Chapter for the subsequent year.

While the Junior Graduate Regent, upon installation into office, serves as a member of the Board of Officers, the office is not elected but one of condition based on her previous year of service as the Chapter Senior Regent.

Should one of the elected offices become vacant, it is necessary and in the best interest of the Chapter to fill the vacancy by election, regardless of when the vacancy occurs. The Senior Regent does not have the authority to appoint elected officers.

A progression through the chairman's chairs as well as appointed and elected Officers chairs of the Chapter is recommended for the best interest and success of the Chapter. While it is not mandatory, in those cases where progression through the chairs is followed, more qualified and experienced officers are elected resulting in continued good business practices in the Chapter.

However, if this is not possible, the information in this booklet and the "Question and Answer" section should be carefully reviewed to avoid any possible misunderstanding or confusion in connection with the nomination and election of officers.

This information should be made available to the Nominating Committee prior to its meetings. Consequently, many questions can be settled immediately, which would otherwise require correspondence and delay if referred to the Grand Chancellor's Office for decision.

We are confident that if you properly understand this information, the nomination and election of officers will proceed in a correct manner and cooperation and harmony will prevail within the Chapter and its membership.

## CHAPTER TWO

### NOMINATING COMMITTEE

#### A. Appointment.

The Nominating Committee is probably one of the most important committees of the Chapter. The success of the Chapter depends to a great extent on this committee nominating good officer candidates for election by the membership. Members of the Nominating Committee should not consider this duty lightly. Careful evaluation should be given to individual qualifications (with particular emphasis on leadership ability), and the willingness of each individual to contribute her time and effort to the best interests of the Chapter.

The Senior Regent shall appoint the Nominating Committee not later than the second Chapter meeting in January for the general election. The committee must give a verbal report at each Chapter meeting.

The Nominating Committee is composed of the following sixteen (16) co-workers:

1. **The current Board of Officers (6) of the Chapter.**
2. **Five (5) Past Regents in their order of juniority by service in that Chapter. (If the Chapter has so many available. This does not include Past Regents who transferred in to your Chapter.) Past Regents eligible to serve on the Nominating Committee but who live out of town or cannot attend the Nominating Committee meeting because of illness shall be replaced by the next Past Regent in juniority.**

3. **Five (5) members of the Chapter to be appointed by the Senior Regent, who are either appointed officers, committee chairmen or Past Regents (includes Past Regents who have transferred in to the Chapter as well as other Past Regents of the Chapter).**

The Senior Regent of the Chapter generally presides over this committee, but if the Senior Regent is absent, the Junior Regent will preside.

#### B. Procedure.

To properly perform its duties, the Nominating Committee **must** hold at least three (3) meetings. During the first meeting the general rules of procedure to be followed by the committee should be established. All actions of the Nominating Committee shall be by a majority vote. (A majority vote is reached when over 50% of those in attendance are in agreement.)

The Nominating Committee's primary responsibility is to select at least one (1) qualified member for each of the elective offices to be filled. Any nomination must be based upon the member's qualifications, her desire to run for office and her availability to serve. The committee may nominate more than one (1) member for a particular office for the membership's consideration.

To provide for open and candid discussions regarding the qualifications of members desiring to be nominated for office, comments made by committee members during meetings of the Nominating Committee shall be held in the strictest of confidence.

### **C. Reporting.**

A written report listing the final slate of nominees by office must be presented to the Chapter at a regular Chapter meeting. This report must be submitted at least two (2) weeks prior to the date of the general election. No nominations may be made from the floor. The written copy of the Nominating Committee Report must be attached to the Chapter meeting minutes. A sample report of the Nominating Committee is included in the "Forms" section of this handbook labeled as such. After the written report has been given to the Chapter, the Nominating Committee is automatically dissolved. Subsequent elections require the formation of a new committee if possible.

### **D. Vacancies.**

If a vacancy should occur in any elective office, the Nomination and Election process must be followed to fill the vacancy. (Three meetings are not necessarily required after the general election.)

All vacancies shall be announced at a Chapter meeting by the Senior Regent and filled by

special election. The Senior Regent must appoint a Nominating Committee whenever a special election is required by virtue of a vacancy due to a death, resignation or forfeiture of an office. The reformation of the Nominating Committee is a new committee appointed in accordance with the General Laws of the Women of the Moose. The Nominating Committee is not a standing committee.

In those situations requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the Chapter at a Chapter meeting as quickly as possible after its appointment and organization. The special election may be held not less than two (2) weeks following the written and verbal report of the Nominating Committee. A dispensation to waive this requirement may be secured from the Grand Chancellor.

The Grand Chancellor or General Governor may declare any office vacant for a violation by the office holder of the General Laws or policies of Moose International and appoint a qualified member of the Chapter to fill the vacancy created.

## CHAPTER THREE

### ELECTED CHAPTER OFFICERS

#### A. Responsibilities Of Officers.

The Nominating Committee should familiarize itself with the various duties and responsibilities of each office in order to convey the information to prospective candidates. Primary responsibilities include:

##### Senior Regent:

She shall preside at all Chapter meetings, preserve order, apply and enforce all laws of the Women of the Moose and appoint certain officers, Chairmen of Chapter Development and Standing Committees and the various special committees of the Chapter, as required by the Women of the Moose General Laws. She shall be a member of most other Chapter committees and oversee the proper operation of the Chapter. She, or the Secretary/Treasurer, shall sign all checks drawn by the Recorder.

The Senior Regent may impose reasonable fines upon Chapter members for offenses or misconduct committed in her presence in meetings or anytime during Chapter sponsored activities. Any member failing to pay the fine within thirty (30) days after written notice may be dropped from the rolls of the Chapter.

She may declare any office vacant (including that of Jr. Graduate Regent) if the office holder has had three successive unexcused absences.

##### Junior Regent:

In the absence of the Senior Regent, she presides over meetings of the Chapter. In case of a vacancy in the office of Senior Regent, she shall serve as pro-tem Senior Regent and perform all the duties and responsibilities of the office of Senior Regent.

She may declare the office of Senior Regent vacant if the Senior Regent is absent from three (3) successive regular meetings of the Chapter, Board of Officers' meetings, Joint Board meetings, or a combination thereof without being excused.

She shall perform all other duties required by the General Laws of the Women of the Moose.

##### Chaplain:

It is her duty to visit the sick, disabled and distressed, whenever possible, and make a full report at each Chapter meeting. She shall contact the family of a deceased member and when requested, make the arrangements for the Women of the Moose memorial services.

In the absence of the Senior Regent and Junior Regent, she presides over meetings of the Chapter. She performs all other duties required of her by the General Laws of the Women of the Moose.

##### Secretary/Treasurer:

She shall properly document the minutes of all meetings of the Chapter, receive all duplicate deposit slips of the Chapter, and with the Senior Regent and Recorder, be custodian of all securities and perform all other duties required of her by the General Laws of the Women of the Moose. She, or the Senior Regent, shall sign all checks drawn by the Recorder.

In the absence of the Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent, she presides over meetings of the Chapter.

##### Recorder:

The Recorder is responsible for the proper

collection and deposit of all Chapter funds as well as the expenditure of any funds. It is her responsibility to ensure that all membership applications and information is handled in the required manner as established by the International Office of the Women of the Moose.

Each month, she shall make the computer data and supporting financial information available to the Audit Committee for the purpose of auditing the proper documentation of all receipts and expenditures. Upon completion of the audit, she shall transmit the required information to Moose International.

In the absence of the Senior Regent, Junior Regent, Chaplain, **Junior Graduate Regent** and Secretary/Treasurer she presides over meetings of the Chapter.

### **Junior Graduate Regent:**

The position of Junior Graduate Regent is not an elective position, but is served by the retiring Senior Regent, if that term was completed on April 30th and began before August 1st. In the event the retiring Senior Regent cannot serve or is unavailable, the current Senior Regent shall appoint a pro-tem to perform the responsibilities of the position at each Chapter meeting. A pro-tem however does not attend the Board of Officers meetings. The Junior Graduate Regent is an office of condition.

In the absence of the Senior Regent, Junior Regent and Chaplain, she presides over meetings of the Chapter.

### **B. Qualification.**

Only Chapter members, whose dues are paid and are in good standing, may be considered for an elective office. To be an elected officer of a Chapter, the prospective officer must be a member of the Chapter in which she is seeking office.

A member is not eligible for any elected office unless her membership in the Chapter in which she seeks office is equal to or exceeds six (6) months preceding the date of the election. (This does not apply to a newly instituted Chapter.)

Any exemption from these qualifications requires a special dispensation from the Grand Chancellor and will only be granted if all other means have been exhausted. A special dispensation will only be granted after the Grand Chancellor receives a Dispensation Request form signed by the Board of Officers stating that no other qualified member has applied for that specific office.

The **Dispensation to Waive Requirements to Nominate an Elected Officer** in the “Forms” section of this handbook can be used to request a dispensation for a member who has less than six (6) months service in the Chapter if the Nominating Committee desires to consider her for nomination.

The Junior Regent, Chaplain and Secretary/Treasurer shall not be eligible to serve more than two (2) consecutive terms in any one (1) office unless a dispensation is obtained from the Grand Chancellor. A dispensation will only be granted in exceptional circumstances and for compelling reasons.

The Recorder is not eligible to serve more than five (5) consecutive terms in office unless a dispensation is obtained from the Grand Chancellor. A dispensation will only be granted in exceptional circumstances and for compelling reasons.

The **Dispensation to Waive Requirements to Nominate an Elected Officer** in the “Forms” section of this handbook can be used to request a dispensation for a member who has served the maximum consecutive terms in an office. The Nominating Committee must wish to consider the current

officer's willingness to serve for an additional term and not have received any other applications for that office.

**C. Eligibility Requirements.**

Any member desiring to run for an elective office shall submit her name to the Nominating Committee at least one (1) week prior to the date the Nominating Committee is required to read the final slate at a regular/general Chapter meeting.

*(Suggested format for submitting name for consideration by the Nominating Committee)*

I, \_\_\_\_\_,  
*(Include first, middle (and/or nickname) and last name)*  
 wish to be considered for the elected office of \_\_\_\_\_.  
*(State title of office)*

\_\_\_\_\_  
*Signature*  
 \_\_\_\_\_  
*Date*

**OR, IF THE MEMBER WISHES TO BE CONSIDERED FOR ANY SINGLE AVAILABLE OFFICE**

I, \_\_\_\_\_,  
*(Include first, middle (and/or nickname) and last name)*  
 wish to be considered for any office but preferably the elected office of \_\_\_\_\_.  
*(State title of office)*

\_\_\_\_\_  
*Signature*  
 \_\_\_\_\_  
*Date*

A member under suspension because of disciplinary charges preferred against her is eligible as a candidate for election to office if her dues are current and she is not otherwise disqualified. If found guilty of a charge affecting her membership, or if she has been removed from office rendering her ineligible to hold office for three (3) years, the office shall be declared vacant and the Chapter shall proceed to fill the vacancy in accordance with the Women of the Moose General Laws. No member shall be eligible for nomination to more than one (1) office in the Chapter at the same time.

A co-worker qualified for or holding the College of Regents Degree is eligible to be nominated for the elected office of Chaplain, Secretary/Treasurer or Recorder.

A current Recorder, who holds the Star Recorder degree or a Call Card for the degree, desiring to submit her name for the office of Recorder for a second year and each succeeding year thereafter must have attended a 2-HOTT Session within the last two years to be eligible for nomination.

A Senior Regent who is elected and installed on or before July 31st and serves through April 30th, **shall** be installed and serve as the Junior Graduate Regent during the ensuing year. A co-worker serving as Senior Regent is ineligible to succeed herself in the office of Senior Regent.

A current Junior Graduate Regent may submit her name for the offices of Chaplain, Secretary/Treasurer or Recorder.

Any co-worker may submit the name of any member for an elective office providing she has secured the co-worker's consent.

**D. Ineligibility.**

Any member removed from office by the Grand Chancellor for disciplinary reasons, or who resigned from office at the request of the Grand Chancellor, is not eligible to hold office again for a three (3) year period except upon prior written dispensation from the Grand Chancellor. If the penalty fixed on a disciplinary charge is "Removal from Office", by an assigned Commissioner, the removed officer shall thereafter be ineligible to hold any office except by special dispensation from the Grand Chancellor. An office declared vacant in accordance with the Women of the Moose General Laws is not considered a "removal" from office.

## CHAPTER FOUR

### PETITIONING

#### A. Requirements/Eligibility.

Any eligible member who has submitted her name to the Nominating Committee for a specific office and is not nominated, and who desires to be nominated for that office, may have her name placed upon the official ballot, by valid petition, for that office only, after a qualified nominee has been secured.

If the Nominating Committee nominates a member for a particular office and the member declines to run for that office, she may not later change her mind and run for the same office by petition. A member nominated for an office to which she did not express an interest and who has declined the nomination for that office, may be considered for another office by submitting her name to the Nominating Committee for the office she desires. If she is not nominated for the office she seeks, she may submit a valid petition for that office.

The petition must contain signatures of at least ten (10) percent of the Chapter's membership. It is in the best interest of the petitioner to secure an active membership total from the Recorder to determine how many signatures are required. All signers must be current and not in arrears for dues at the time of signing the petition. The petition must contain the member's printed name, Moose membership identification number, signature and the date she signed it.

#### B. Procedures.

Petition sheets, similar to the **Petition** found in the "Forms" section of this handbook can be obtained from the Chapter Recorder or online at [www.mooseintl.org](http://www.mooseintl.org) after the close of the meeting at which the Nominating Committee announces the final slate of nominees. Any signatures appearing on a petition prior to the report of the Nominating Committee are invalid and void.

The properly completed petition must be delivered to the Recorder or Senior Regent at least one (1) week before the regular or special election. No co-workers of the Chapter shall be involved in any electioneering or petitioning to have a name placed on the ballot that was not previously submitted to the Nominating Committee. Petitions may be circulated on lodge property in accordance with reasonable rules established by the House Committee. Reasonable rules usually include a prohibition against circulating a petition at lodge meetings, special social events, during meals, etc.

#### C. Invalid Petitions.

No petition shall be honored that carries signatures placed upon it prior to the official report of the Nominating Committee to the membership at a Chapter meeting.

## CHAPTER FIVE

### CAMPAIGNING

#### **A. Policy.**

The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media (email, social networking, websites, blogs, etc.) by a member or anyone acting on her behalf, suggesting, recommending, opposing or containing the names of any

proposed candidates for office, is strictly prohibited. Electronic media does not include the use of the telephone. For any violation of this section, the Grand Chancellor may suspend the membership of the offending member(s) and, declare the election of such officer(s) void and order a new election. Verbal campaigning is allowed.

## CHAPTER SIX

### ELECTION COMMITTEE

#### **A. Appointment.**

The Senior Regent shall appoint an Election Committee composed of three (3) good standing members of the Chapter, who are not officers, candidates for elective office or members of the Nominating Committee. They shall conduct the election, pass on all questions concerning the election, count the ballots and make written report to the Chapter of the election results.

#### **B. Procedure.**

The Election Committee is responsible for security and at no time shall any ballots or the ballot box be left unattended by a member of the committee. The committee must ensure that only current members of the Chapter are allowed to vote. Ballots should be counted (not numbered) to verify the number of members voting with the number of ballots used. The ballots shall remain in the possession of the Election Committee for a period of seventy-two (72) hours after the election. The ballot box must be sealed and initialed by the Election Committee members. If there is no written challenge to the election within seventy-two (72) hours, the ballots shall be destroyed by the presiding officer.

#### **C. Reporting.**

Upon completion of the voting, the Election Committee will retire to the back of the

Chapter room to count the ballots. After the ballots have been tallied, the Election Committee prepares, signs and files a written report with the Chapter. The presiding officer verbally reads the report to the Chapter without disclosing the number of votes each nominee received.

A sample report of the Election Results is included in the "Forms" section of this handbook as **Election Results**. It is required that each member of the committee sign the report and the report be attached to the Chapter minutes.

#### **D. Election Challenges.**

If a written challenge is made to a member of the Election Committee within seventy-two (72) hours of the closing of the election, they shall impound the ballots pending final determination by the Election Committee, the Grand Chancellor or her designated representative. Challenges or complaints regarding the election process **must** be made to the Election Committee. The challenger must be allowed to witness the recount along with the Election Committee.

(Reminder - The Election Committee must keep a record of all ballots issued. The ballots shall **not** be numbered. After the election has been decided, the ballots must be held for at least seventy-two (72) hours in the event a challenge is made.)

## CHAPTER SEVEN

### VOTING/ELECTION

#### A. Unanimous Ballot.

For those offices having only one (1) nominee, the Chapter shall dispense with the necessity of a paper ballot and conduct the election during the Chapter meeting, with the Election Committee Chairman requesting a motion to cast a unanimous ballot for each office with only one (1) nominee. Voting to accept the motion may be done using a show of hands or a secret ballot. This must be announced at a regular/general membership meeting prior to the election and should immediately follow the Nominating Committee's written report of the nominees selected. When the Election Committee Chairman makes a motion to cast a unanimous ballot, the motion must receive a majority of "yes" votes to elect the nominee. If the vote is unfavorable, the nominee is not elected. The entire Nomination and Election process must be followed to fill the vacancy. In the event of a "tie" the motion does not pass and the nominee is not elected. The Nomination and Election procedure must be followed to fill the vacancy. A motion to cast a unanimous ballot is designed to streamline the election process and alleviate the unnecessary use of a paper ballot.

If a unanimous ballot has previously been announced for election of uncontested offices, this method must be used for **all** uncontested offices. At the beginning of the meeting when the election is held, the **election** chairman should read to the membership the Nominating Committee's report of the committee's nominees who have no opposition. The chairman will call for a motion to cast a unanimous ballot for each respective office and to elect those uncontested nominees for the offices specified.

#### B. Paper Ballot.

A paper ballot must be prepared and an election held prior to the Chapter meeting, for each office having two (2) or more nominees (nominated by the Nominating Committee or by petition). A sample of a paper ballot is included in the "Forms" section of this handbook as **Sample Ballot**. If there are two (2) candidates for an office to be voted on, the candidate receiving a majority of votes cast for each office is declared elected. If more than two (2) candidates are on the ballot for any office, the candidate receiving a plurality of votes cast is declared elected. A unanimous ballot or election by acclamation is not appropriate in a contested election.

#### C. Australian Ballot.

A Chapter may by majority vote elect to use the Australian ballot. This is a ballot extending over a period of time, usually several hours versus being conducted within the hour prior to the meeting. This type of ballot can be useful to Chapters with shift workers and other situations whereby it is difficult for some members to attend meetings. Obviously, this decision must be made in advance of the election. A vote to use the Australian ballot may be held at any regular/general membership meeting prior to the election including the meeting at which the report of the Nominating Committee is made. During the vote to utilize the Australian ballot, the location and hours of balloting must also be established. If time permits, hours and location of the balloting should be published in the Chapter newsletter. This same information should be posted on the Chapter bulletin board or inside the Moose Home. The vote to utilize the Australian ballot must precede each general or special election by at least two (2) weeks. **The election may not be held on any day other than the day of a**

### regular membership meeting.

**Important:** If the Australian ballot is used and the election is contested and declared void by the Grand Chancellor, the Chapter will thereafter be prohibited from using the Australian ballot unless a special dispensation is issued by the Grand Chancellor.

### D. Election.

The general election shall be held at the second meeting in March, providing the election follows the report of the Nominating Committee by at least two (2) weeks. Even if there is only one (1) candidate for each office, an election must be held. The election cannot be waived by the Chapter.

Election Committee member #1 is assigned at the entrance of the election area. She asks co-workers to have their membership cards ready and directs co-workers to "Table A". The co-worker shows her paid up membership card, registers in her own handwriting and receives a ballot from Election Committee member #2 who is seated at "Table A". The co-worker then proceeds to "Table B" which is set up for secret balloting. The co-worker marks and folds her ballot and proceeds to "Table C" where she places her ballot in the box where Election Committee member #3 is seated.

If the election is held during the hour preceding the Chapter meeting, (versus Australian ballot method) a member arriving late is not allowed to vote in the election but is allowed to vote in the event of a tie vote. Only members who have their dues paid up to or beyond the date of the election and are in good standing are eligible to vote in the election of officers.

A member may only vote for one (1) candidate for each office. No absentee ballot, write-in ballot or proxy shall be allowed. Each member desiring to vote must do so in person. After all ballots have been cast, the Election Committee retires to count and tabulate the ballots. This should take place in the Chapter room.

In the case of a tie vote, the nominees may elect to have the presiding officer flip a coin, cut cards, or choose to have another election for that office, with only the tied nominees being considered.

Regardless which method is used (Australian ballot or election during the hour preceding the regular meeting) the election will conclude when the meeting is called to order. The Election Committee must have sufficient time to count and tabulate the ballots and give the results to the presiding officer who announces the election results. This announcement is the last item of business before closing the meeting.

## CHAPTER EIGHT

### INSTALLATION OF OFFICERS

#### **A. Requirements.**

All Elected Officers shall be installed during the month April, or at a special installation ceremony approved by the Chapter Board of Officers prior to April 30.

Any Past Regent of the Chapter may serve as the Installing Regent of her Chapter. In the event the Chapter does not have a qualified Past Regent (a co-worker who served one

complete term as Senior Regent and one complete term as Junior Graduate Regent) or the Past Regent is not available, a Past Regent from a neighboring Chapter may be invited to serve as the Installing Regent. The Installation Ceremony for Chapter Officers is contained in the Meeting Procedures and Agendas book.

All duly elected and installed officers shall take office as of May 1.

## QUESTIONS AND ANSWERS

1. Does the Chapter have the right to nominate and elect officers without following the nominating procedure?

**No.**

2. Must the Nominating Committee only consider the names, submitted to it?

**Yes.** All nominations must be submitted to the Nominating Committee prior to the meeting being called to order.

3. Just because a member's name is considered during the Nominating Committee meeting, is the name automatically placed on the ballot as a candidate?

**No.** The Nominating Committee must consider the qualifications, ability and willingness to serve of each suggested nominee.

4. After a candidate has been announced to the Chapter, can she verbally solicit support by asking other members to vote for her at election time?

**Yes.** However, there can be no printed or written materials circulated (i.e., letters, tickets, resolutions, emails, sample ballots, etc.). Verbally asking a member for her support is allowed.

5. What is juniority of a Past Regent?

**Juniority** means the order in which she most recently acquired title by service.

6. Can a Past Regent be a candidate for office?

**Yes.** If she is otherwise eligible.

7. Can a member be eligible for nomination to more than one (1) office in the Chapter at the same time?

**No.**

8. Can petitions be circulated in the Chapter or social quarters area?

**Yes.** Reasonable rules should be established in advance by the House Committee to govern solicitation at particular functions. At no time may a "paid" employee circulate petitions. Good standing members of the Chapter may assist a petitioner in obtaining the required signatures for her petition.

9. May a Chapter hold its general election of officers at any time it may determine?

**No.** Our laws provide that the final slate of nominees shall be announced at the first meeting in March of each year and shall be elected at the second meeting in March, providing the election follows the report of the Nominating Committee by at least two (2) weeks.

10. By what authority may the Australian ballot be used?

**The Chapter may,** by majority vote, elect to use the Australian ballot. The vote must be conducted at a membership meeting at least two (2) weeks in advance of the election.

11. Is a member whose membership card expires February 28 eligible to vote in the general election?

**No.** A member must have a membership card paid up to or beyond the date of the election.

12. Is a member whose membership card has expired eligible to vote in a special election?

**No.**

- 13.** In voting, what constitutes (a) a majority, 2 or fewer candidates, (b) a plurality, 3 or more candidates?

**A majority** or plurality is when a candidate receives more votes than any other candidate for the same office.

- 14.** Following the general election, when should officers be installed?

**Any time** during the month of April. Newly Installed Officers assume their duties on May 1<sup>st</sup>.

- 15.** Can the Senior Regent vote at the election of Officers?

**Yes.** She has the same right to vote as any other good standing member.

- 16.** Who officially represents the Chapter as a representative to a Women of the Moose International Conference or to the State or Provincial Association Conference?

**It is *recommended*** the Senior Regent serve as the Chapter's representative. However, any good standing member recommended by the Officers and approved by the Chapter may serve as a representative in the event no Officer is available to attend. Representation at International, State, or Provincial Association Conferences, meetings, etc. is required.

- 17.** Should a sample ballot be printed in the Chapter publication immediately following the report of the Nominating Committee?

**No.** A sample ballot should not be printed until sufficient time has elapsed to permit petitions. After the petition period has expired, the Chapter may post a sample ballot or list of nominees for each office.

- 18.** Can a candidate have the name she is known by used on the ballot in lieu of her given name?

**No.** She must use her given name.

- 19.** The Senior Regent was elected and installed to fill the vacated office on October 1. Can she run for the office of Senior Regent again the following year?

**Yes.** She can run the following year, as she was not installed in time to qualify for honors. If the Senior Regent had been installed prior to August 1, she would not be eligible.

- 20.** Is a Past Regent of another Chapter who has transferred into your Chapter considered a Past Regent of your Chapter?

**No.** She is a Past Regent of the Chapter in which she actually served and is considered a Past Regent of the Women of the Moose. She is not a Past Regent of your Chapter because she has not fulfilled the condition of having completed a term as Senior Regent and Junior Graduate Regent of your Chapter.

- 21.** Is the Chapter required to post or publish the meetings and schedule of events of the Nominating Committee, and for general or special elections?

**No.** It is only required that the Nominating Committee provide the Recorder with a written notice and give a verbal report at a regular/general membership meeting. Although it is not necessary, there is nothing that prohibits posting or publishing this information.

## FORMS

**Sample Nomination/General Election Notice** - sample schedule for a Chapter that meets on the second and fourth Wednesday of each month.

**Dispensation to Waive Requirements** – Less than six-months membership in Chapter and to waive other requirements such as an additional term.

**Dispensation to Elect & Install at the Same Chapter Night** – Once nominated, ability to hold the election for a specific position and install said person on the same night.

**Petition** – Sample petition to have name placed on the ballot.

**Report of the Nominating Committee** – Sample of the Report of the Nominating Committee to be read at the Chapter Activity Night in March.

**Sample Ballot** - Sample Ballot.

**Election Results** - Sample of Election Results to be read at the conclusion of the election.

The following sample schedule is provided for a Chapter that meets on the second and fourth Wednesday of each month

**NOMINATING/GENERAL ELECTION NOTICE**

- |                               |   |
|-------------------------------|---|
| 4 <sup>th</sup> Wed JAN*      | Announce date, time and place of three (3) Nominating Committee meetings and the names of the Nominating Committee members. |
| First two weeks in FEB        | First Nominating Committee meeting. If a Chapter meeting is conducted, nominees-to-date should be announced.                |
| FEB 15 <sup>th</sup> or after | Second and third Nominating Committee meetings. If a Chapter meeting is conducted, nominees-to-date should be announced.    |
| 2 <sup>nd</sup> Wed MAR*      | Nominating Committee Report to the Chapter membership of the final slate of co-workers nominated.                           |
| 3 <sup>rd</sup> Wed MAR       | Last day for those eligible to submit petitions to the Recorder.  |
| 4 <sup>th</sup> Wed MAR*      | General Election.   |

(\* Regular/general membership meeting days.)

WOMEN OF THE MOOSE  
155 SOUTH INTERNATIONAL DR  
MOOSEHEART, IL 60539-1182  
Fax #: 630-966-2211

CHAPTER NUMBER \_\_\_\_\_  
CHAPTER NAME \_\_\_\_\_  
STATE/PROVINCE \_\_\_\_\_  
NUMBER OF MEMBERS ON ROLLS \_\_\_\_\_

20\_\_-20\_\_ Chapter Year

**DISPENSATION TO WAIVE REQUIREMENTS  
TO NOMINATE AN ELECTED OFFICER**

**WAIVE 6 MONTHS MEMBERSHIP REQUIREMENT**

CO-WORKER'S NAME \_\_\_\_\_ MID # \_\_\_\_\_

DATE ENROLLED OR TRANSFERRED \_\_\_\_\_ POSITION \_\_\_\_\_

**Prior to March 15, Chapter must hold three (3) or more Nominating Meetings, contact all Chapter members and read the slate before requesting a dispensation.**

DATES OF NOMINATING COMMITTEE MEETINGS: 1<sup>st</sup> Date \_\_\_\_\_  
2<sup>nd</sup> Date \_\_\_\_\_ 3<sup>rd</sup> Date \_\_\_\_\_

**WAIVE OTHER REQUIREMENTS**

CO-WORKER'S NAME \_\_\_\_\_ MID # \_\_\_\_\_

POSITION \_\_\_\_\_

**Prior to March 15, Chapter must hold three (3) or more Nominating Meetings, contact all Chapter members and read the slate before requesting a dispensation.**

DATES OF NOMINATING COMMITTEE MEETINGS: 1<sup>st</sup> Date \_\_\_\_\_  
2<sup>nd</sup> Date \_\_\_\_\_ 3<sup>rd</sup> Date \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

**STEP 2 – WITH DISPENSATION APPROVAL – Return the following information to Women of the Moose Headquarters following Installation of the Co-worker named above:**

Date co-worker nominated \_\_\_\_\_ Date slate read to Chapter \_\_\_\_\_ Date installed \_\_\_\_\_

\_\_\_\_\_  
Senior Regent (or President)

\_\_\_\_\_  
Junior Graduate Regent

\_\_\_\_\_  
Junior Regent (or Vice President)

\_\_\_\_\_  
Chaplain

\_\_\_\_\_  
Recorder (or Secretary/Treasurer)

\_\_\_\_\_  
Secretary/Treasurer

Date \_\_\_\_\_

(CHAPTER SEAL)

S  
A  
M  
P  
L  
E

# DISPENSATION TO ELECT/INSTALL AN OFFICER AT THE SAME CHAPTER NIGHT

**FOR THE 20\_\_-20\_\_ CHAPTER YEAR**

\_\_\_\_\_ Chapter No. \_\_\_\_\_ of \_\_\_\_\_  
(Chapter Name) (State/Province)

requests dispensation to **Elect/Install** a \_\_\_\_\_ on same Chapter Night.  
(Officer Position)

Our meeting nights are held \_\_\_\_\_.

Please enter the correct dates on the lines below for each item. Send to Women of the Moose, Office of the Grand Chancellor, 155 S. International Dr, Mooseheart, IL 60539 or fax #: 630-966-2211.

**DATES MUST BE LISTED IN ORDER TO RECEIVE CONSIDERATION FOR DISPENSATION.**

	Month/Day/Year
Vacancy/resignation announced to Chapter:	_____
Date Nominating meeting and committee announced to Chapter:	_____
Nominating Committee met on:	_____
Slate of Nominees was read to the Chapter on:	_____
<b>Election will be <u>two weeks</u> after slate is read. Election date:</b>	_____
Installation will be held on:	_____

_____ Senior Regent (or President)	_____ Junior Graduate Regent
_____ Junior Regent (or Vice President)	_____ Chaplain
_____ Recorder (or Secretary/Treasurer)	_____ Secretary/Treasurer

**REASON FOR NOTIFICATION**

Date form prepared \_\_\_\_\_

- Position has not been filled this Chapter year.
- Resignation. (Please explain on back of this form why officer resigned)
- Removed from office. (Please explain on back of this form why officer was removed)
- Death \_\_\_\_\_ (Date of Death)
- Other \_\_\_\_\_ (Please explain on back of this form)

Co-worker \_\_\_\_\_ MID # \_\_\_\_\_  
(Name)

resigned as \_\_\_\_\_  
(Position)

on \_\_\_\_\_ (CHAPTER SEAL)



# PETITION

**INSTRUCTIONS:** This petition shall have the signatures of at least 10% of the Active Chapter membership, who are holding Membership Cards paid to date of election or beyond. It must be in the hands of the Recorder or Senior Regent one week before the date of elections. (Recorder, be sure to complete the “daily transmit” to International Headquarters in order to determine how many signatures are needed to reach the 10% requirement).

We, the undersigned co-workers, in good standing in \_\_\_\_\_  
(Chapter Name)

Chapter No. \_\_\_\_\_, Women of the Moose, hereby nominate \_\_\_\_\_,  
(Number) (Co-worker)

a co-worker in good standing of said Chapter, who has consented to this Petition for the  
position of \_\_\_\_\_.  
(Position)

## TO BE SIGNED AND DATED BY THOSE MEMBERS SUPPORTING PLACEMENT OF NAMED CO-WORKER ON BALLOT.

_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)
_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)	_____ (Printed Name)	_____ (Signature)	_____ (MID #)	_____ (Date)

## **SAMPLE REPORT OF THE NOMINATING COMMITTEE**

### **REPORT OF THE NOMINATING COMMITTEE (SAMPLE)**

The Nominating Committee is pleased to announce the slate of nominees for the upcoming election to be held on March 20<sup>th</sup>:

Jane Doe – Senior Regent  
Carol Smith – Senior Regent  
Ann Fish – Junior Regent  
Donna Arnold - Chaplain  
Sue Carson – Chaplain  
Mary Jones – Chaplain  
Marcia Anderson – Secretary/Treasurer  
Janet Jones – Recorder  
Erin O’Riley – Recorder

The following members submitted their name for the specific office indicated, but were not nominated by the Nominating Committee:

January Harris – Junior Regent  
Mandy Cole – Secretary/Treasurer

The members above are eligible to run by petition. The petition must comply with the requirements of the Women of the Moose General Laws. The completed petition(s) must be delivered to the Recorder or Senior Regent no later that one (1) week prior to the date of the elections.

This report was also verbally given by the Nominating Committee at the regular meeting held on \_\_\_\_\_ in accordance with the Women of the Moose General Laws.

The report may be read to the Chapter in its entirety. Only the names of those co-workers eligible to run on petition should be announced. If a co-worker was not nominated and she is not eligible to run on petition, her name shall not be placed in the report, nor shall it be announced to the Chapter.

The Chapter may post the name(s) of nominees running on petition once the nominee has remitted a valid petition verified by the Board of Officers.

# SAMPLE BALLOT

Date: March 23, 20XX

## Hilltop Chapter of the Women of the Moose Election of Officers

### Ballot

#### Senior Regent

- Jane Doe
- Carol Smith

#### Junior Regent

- Ann Fish
- January Harris

#### Chaplain

- Donna Arnold
- Sue Carson
- Mary Jones

#### Recorder

- Janet Jones
- Erin O'Riley

Only vote for one nominee for each office.

After marking your ballot, deposit in the ballot box.

**NOTE: Office of Secretary/Treasurer**

In accordance with the WOTM General Laws, when there is only one (1) candidate running for an office, the name is not placed on the written ballot.

# SAMPLE ELECTIONS REPORT

## ELECTION RESULTS

DATE OF ELECTION \_\_\_\_\_

### OFFICE OF SENIOR REGENT (or PRESIDENT)

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:  
 ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES FOR THE OFFICE OF SENIOR REGENT  
 (PRESIDENT) IS \_\_\_\_\_  
 (NAME)

**DO NOT READ ALOUD:**

CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_

### OFFICE OF JUNIOR REGENT (or VICE PRESIDENT)

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:  
 ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES FOR THE OFFICE OF JUNIOR REGENT (VICE  
 PRESIDENT) IS \_\_\_\_\_  
 (NAME)

**DO NOT READ ALOUD:**

CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_

### OFFICE OF CHAPLAIN (not applicable for Service Chapters)

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:  
 ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES FOR THE OFFICE OF CHAPLAIN IS  
 \_\_\_\_\_  
 (NAME)

**DO NOT READ ALOUD:**

CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_

### OFFICE OF SECRETARY/TREASURER

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:  
 ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES FOR THE OFFICE OF  
 SECRETARY/TREASURER IS \_\_\_\_\_  
 (NAME)

**DO NOT READ ALOUD:**

CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_

### OFFICE OF RECORDER (not applicable for Service Chapters)

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:  
 ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES FOR THE OFFICE OF RECORDER IS  
 \_\_\_\_\_  
 (NAME)

**DO NOT READ ALOUD:**

CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_  
 CANDIDATE \_\_\_\_\_ NO. OF FAVORABLE VOTES RECEIVED \_\_\_\_\_