

3.4 ELECTION COMMITTEE

I. COMPOSITION OF THE ELECTION COMMITTEE

POLICY

The Election Committee shall be one of the standing committees of the MWR.

PROCEDURES

1. The President of the MWR shall appoint a Election Chairperson and at least one (1) other member to serve on the election committee.
2. The membership of the Election Committee shall come from different divisions located within the boundaries of the MWR.

II. RESPONSIBILITIES OF THE ELECTION COMMITTEE

POLICY

The Election Committee shall be responsible for securing information for the election, preparing the ballot, and tabulating the final results of the ballot.

PROCEDURES

1. The Election Committee shall secure all information that is to be included on the annual ballot from:
 - a. The MWR Secretary for all amendments to the MWR Constitution.
 - b. The MWR President for the slate of candidates running for election to the MWR BOD.
2. The Election Committee shall prepare the ballot.
 - a. The NAMES of the candidates running for election, whether incumbents or not, shall appear in RANDOM order on the ballot. The name of each candidate running for election shall be written on a separate slip of paper and deposited into a container. After a thorough shuffling of the slips in the container, the names shall be drawn from the container and placed on the ballot in the order drawn.
 - b. The ballot is to be given to the Publications Committee Chairperson for inclusion in the official MWR publication.
 - (1) The opposite sides of two complete pages of the *Waybill* shall be devoted to the official MWR annual ballot.

- (a) One side shall be foldable, with the address of the Election Committee Chairperson preprinted for the return of the completed ballot.
 - (b) The opposite side shall be the official ballot that lists issues to be voted upon and the names of the candidates. The MWR Election Committee shall prepare the randomly generated list of candidates by office. Incumbents will be indicated by an asterisk (*).
- (2) The official MWR ballot shall be printed on a different colored paper than the remainder of the *Waybill*. However, where the printing process requires that four pages be printed on a sheet of paper, two pages will be used for the ballot and the other two pages will be used for the candidates' biographical sketches and then, if space remains, for other *Waybill* purposes.
 - (3) No other *Waybill* articles shall be printed on the two pages dedicated to the official MWR ballot.
 - (4) The ballot shall clearly state that only the official ballot will be accepted for voting purposes.
 - (5) The official ballot shall clearly state that the ballot must be received on or before the deadline date, which must be at least twenty (20) days prior to the MWR annual business meeting, in order to be counted.
 - (6) The ballot must be mailed via the official MWR publication to all MWR members at their last known NMRA address at least sixty (60) days prior to the Annual Membership Business Meeting.

3. The Election Committee shall count the ballots.

- a. All ballots must be received on or before the official deadline date, which must be at least twenty (20) days prior to the Annual Membership Business Meeting, in order to be counted.
- b. Only the official MWR annual ballot shall be acceptable for voting purposes.
- c. All ballots received by the MWR Election Committee shall remain unopened until at least the day after the deadline date.
- d. At least two (2) members of the MWR Election Committee shall be present for the opening and counting of the ballots. Ballots received after the deadline are considered ineligible and will not be opened or counted. At least two (2) members of the MWR

Election Committee shall individually count the ballots for tabulation of the results.

- e. The MWR Election Committee Chairperson shall present to the MWR Secretary the results of the election at least fourteen (14) days prior to the MWR business meeting.
- f. The Election Committee Chairperson shall assure that each candidate and each member of the Board of Directors is notified of the results of the election via first class mail within two days of the Election Committee Chairman's notification to the secretary.
- g. The MWR Election Committee Chairperson shall hold all ballots until the election report is accepted at the MWR annual business meeting, the results are declared final, and the ballots are ordered destroyed.