



ELECTION PROCEDURES MANUAL

FOR

NAACP YOUTH & COLLEGE DIVISION UNITS

All elections must be held between March 1st and April 15th of each year. If a unit faces a situation where they cannot hold their elections between these dates, a written request for a date change must be submitted to the Youth and College Division and include the date the unit wishes to hold their elections.



NAACP YOUTH & COLLEGE DIVISION ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of Youth & College Division units to assist in the effective conduct of Youth & College Division elections. From here forward the term "Unit" shall be used to define Junior Youth Council, Youth Council, High School Chapter, College Chapter, and Young Adult Council. This manual is based upon the Constitution of the NAACP and By-Laws for Units.

NOTICE TO THE GENERAL MEMBERSHIP

Required Notice

At least seven days prior to the Annual Meeting and the meeting that precedes the Annual Meeting, written notice shall be sent to each member of the Unit, in good standing, to announce the time, date, place and purpose of said meetings and election.

Site of Election

The election shall be that place where the Unit held the majority of its regular meetings, unless otherwise voted by a majority of the Unit's members present at the meeting preceding the Annual Meeting.

NOTICE OF MEETINGS

Dear Member:

Please Take Notice: The following General Membership meetings of the _____ (Junior Youth Council/Youth Council/High School Chapter/ College Chapter/Young Adult Council) NAACP, and the election of officers and at-large members of the executive committee.

1. On March or April, _____, year, (place), (time), The Election of the Nominating Committee. All members whose memberships are current as of thirty (30) days prior to the meeting date may be elected to the Nominating Committee.
2. On March or April _____, year, (place), (time), report of the Nominating Committee and Election of Officers and at-large members of the Executive Committee.
3. Should a run-off election be necessary that election shall occur on the following date at time certain (at least 1 hour) at this location, Run-off elections shall be conducted not less than ten (10) after the original election.

We look forward to you participating in these activities.

Secretary

MEMBER IN GOOD STANDING

ARTICLE IX SECTION 4C and 5 C

.....Thereafter, all members who are in good standing by noon of the day of any meeting of the unit shall be entitled to vote at the meeting

ARTICLE IX SECTION 4 J and 5 J

Only members in good standing shall be eligible to run for office or to vote in the Units election. For the purpose of running for office, a member in good standing is one who has paid the prescribed membership fees no later than thirty (30) days prior to the date of elections. For the purpose of being nominated by the Nominating Committee, a member in good standing is one who has been a bona fide member of the unit and one who has paid the prescribed membership fee by twelve noon on the day of the meeting that precedes the Annual Meeting.

NOMINATING COMMITTEE

ARTICLE IX SECTION 4D and 5D

1. At the regular meeting of the unit next preceding the Annual Meeting, the unit shall elect a Nominating Committee, composed of not less than five (5) and no more than nine (9) members of the unit in good standing, provided not more than two shall be officers of the unit or members of the Executive Committee, to present nominations at the annual meeting for all officers and the Executive Committee, provided that additional nomination may be made at the annual meeting by written petition signed by three or more members of the unit.
2. ***Duties of the Nominating Committee.*** The Nominating committee shall meet promptly to elect a Chairman and interview persons qualified as candidates for office.
3. ***Report of Nominating Committee.*** The Nominating Committee shall submit a report in writing to the unit during the Annual Meeting. In case the Nominating Committee is not elected and neglects or refuses to render a report, nominations shall be made at the Annual Meeting by written petition signed by three or more members of the unit.
 - a. ***Sample Committee Report.*** "The Nominating Committee of the _____ (Junior Youth Council/Youth Council/High School Chapter/ College Chapter/Young Adult Council) is pleased to submit the following nominations.

President.....	Mr./Ms A
Vice President.....	Mr./Ms. B
Secretary.....	Mr./Ms. C
Treasurer.....	Mr./Ms. D

Members of the Executive Committee...E, F, G, etc.
Advisor(s).....Mr./Ms. Z

Once the Nominating Committee Chairman has read the report of the committee he/she is required to present to the Secretary, all consent forms signed by the members whose names were placed in nomination. Should any member nominated by the Nominating Committee fail to have his/her signed consent form presented at that time the Nominating Committee's report is being presented, that member's nomination is considered null and void. The Secretary is required to certify before any other business is transacted, that signed consent forms are present for all those nominated by the Nominating Committee, and those nominated are members in good standing, as defined earlier.

Once the Secretary has certified that all persons nominated by the Nominating Committee have signed consent forms, and that they are in good standing, the Chairman of the Nominating Committee moves that the report of the Nominating Committee be received. Once the motion has been seconded, the President carries the motion.

ELECTION MEETING

ARTICLE IX SECTION 4G and 5G

Election and Annual Meeting shall be the same. No candidate for office shall occupy the chair at the election meeting. The names of the various candidates for office shall be clearly announced or posted in a place visible to all present at the election meeting. Tellers to count the ballots shall be appointed in equal numbers by the candidates for office of President.

VOTING

Each member shall vote by secret ballot and in person. Proxy voting is not allowed.

ELIGIBLE VOTERS

ARTICLE IX SECTION 4H and 5H

Eligible voting members shall be established before the voting begins. Upon proof of qualifications, eligible voters shall receive and sign for one ballot each and thereupon immediately proceed to vote secretly. The right to vote is personal and shall not be exercised by proxy.

LIFE MEMBERS AND MEMBERS AT LARGE

ARTICLE IX SECTION 4K and 5K

In order to run for office or vote in a Unit election, Life Members and Members-at-Large must be affiliated with the said Unit at least thirty (30) days prior to any meeting at which they be nominated for office or seek to vote.

CANDIDATE SPEECHES

After all nominations have been made, brief speeches from candidates are in order. The general membership determines the amount of time to be allowed for such speeches.

TABULATING THE BALLOTS

Counting the Ballots

- A) Immediately after voting has been concluded, all ballots/ballot boxes shall be brought to the counting place.
- B) A careful record should be kept of the number of ballots issued and actually used. If numbered ballots are used, the total can be obtained by reference to the serial numbers of the unused ballots.
- C) If a member has voted for more candidates than can be elected to office, the member's vote for that office, i.e., Executive Committee, is declared invalid and shall not be counted. But, this shall not affect the validity of the remainder of the ballot.
- D) All candidates are elected on the basis of the greatest number of votes received for a particular office or position.

Actual Counting of the Votes

- A) The actual counting of the votes is the responsibility of the Tellers. No officer of the Youth Council/College Chapter or candidate for office shall serve as teller.
- B) The recording and tabulating of the votes shall be performed within plain view of the watchers & observers.

ELECTION CONTROVERSEY

In the event of an election controversy, all parties thereto shall submit complaints to the National Office through the President and CEO for resolution. Said complaints must be postmarked no later than five (5) days following the date of the election in question. The complaint must be signed by at least seven (7) members of the Youth & College Unit in good standing, and each signer must list his or her address. A copy of the complaint shall be forwarded by mail to the officer or member against whom the complaint has been filed at the officer's or member's address on record by the National Office.

- A. The National Office will institute an investigation into the matter, and should a determination be made that the Complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the allegations alleged are assumed to be true, then the National Office shall within thirty (30) days, or as soon thereafter as possible, dismiss the Complaint and inform all parties forthwith that the installation of officers might be held.
- B. Should the National Office be unable to dismiss the Complaint because the charges appear to have merit and as such, the results of the election might have been otherwise had the alleged violations not occurred, then the matter will be referred to the Chairman of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
- C. Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.

The National Office shall have authority to intervene at any time during the three-month period leading up to the College Chapter election. Such authority includes suspending the process and instituting corrective action to assure that the rights of all members are protected.

SELECTION OF YOUTH UNIT ADVISOR(S)

ARTICLE V, SECTION 10 - 13

10. College Chapters Faculty Advisor

- a. There shall be a Faculty Advisor for a College Chapter or a Faculty Advisory Committee (not to exceed three (3) members), in accordance with the rules of the college and/or student government regulations relating thereto.
- b. The Faculty Advisor to the College Chapter must be an employee of the College and meet the requirements as set forth by the College and or Student Government regulations relating to serving as an advisor to a bona fide College or group. In addition, the Faculty Advisor must be a member of the NAACP.

11. Youth Council Advisor

- a. There shall be an Advisor for Youth Councils in conformity with the rules of the Association. The Advisor must be a member in good standing of the Association, be at least twenty-five (25) years of age or at least twenty-two (22) years of age if the person is a member of the branch; reside or work within the jurisdiction in which the Youth Council operates and shall be in accord with the aims and objectives of the Association.
- b. In jurisdictions where there is a Branch and Youth Council, the Youth Council shall submit in writing the name of the elected Advisor to the Branch Executive Committee at the Branch Executive meeting immediately following the Annual Meeting of the Youth Council. The Branch Executive Committee must accept or reject the submitted name within fifteen (15) days after the submission in writing to the Youth Council President. Should the Branch Executive Committee fail to act on the submitted name within fifteen (15) days after the submission, the submitted named adult shall become the Advisor.
- c. If the submitted name is rejected, a written explanation as to the justification for denial must accompany the response forwarded to the Youth Council President. The Youth Council Executive Committee then has the option of electing and submitting another name to the Branch Executive Committee or to utilize the controversy process as outlined in Article V, Section 14.
- d. The Youth Council and Advisor may select the Co-Advisors as they see fit.
- e. The Advisor shall serve as an ex-officio member of the Youth Council Executive Committee.

Newly elected Youth Council Officers names and information should also be submitted to the Branches Executive Committee.

12. High School Chapter Advisor

- a. There shall be an Advisor for High School Chapters in conformity with the rules of the Association. The Advisor must be a member in good standing of the Association, be at least twenty-five (25) years of age; and be an employee of the high school in which the High School Chapter operates, and shall be in accord with the aims and objectives of the Association.
- b. The High School Chapter shall submit in writing the name of the elected Advisor to the Branch Executive Committee at the Branch Executive meeting immediately following the Annual Meeting of the High School Chapter. The Branch Executive Committee must accept or reject the submitted name within fifteen (15) days after the submission in writing to the High School Chapter President. Should The Branch Executive Committee fail to act on the submitted name within

fifteen (15)days after the submission, the submitted named adult shall become the Advisor.

- c. If the submitted name is rejected, a written explanation as to the justification for denial must accompany the response forwarded to the High School Chapter President.

The High School Chapter Executive Committee then has the option of electing and submitting another name to the Branch Executive Committee or to utilize the controversy process as outlined in Article V, Section 14.

13. Junior Youth Council Advisor

The Branch Executive Committee shall appoint the Advisor for the Junior Youth Council. The Advisor must be a member for the Branch.

REPORT ON THE ELECTION

The Report of the Tellers should be presented as follows:

Number of votes cast.....	100
Ms. A Received.....	62
Mr. B Received.....	13
Ms. C Received.....	25

TENURE IN OFFICE

TICLE IX SECTION 4Fand 5F

All officers and elected members of the Executive Committee shall be elected by secret ballot and hold office for one year or until their successors are elected and qualified.

INSTALLATION OF UNIT OFFICERS

The Installation of Unit officers is a solemn and serious affair. The installation meeting shall be an important occasion and should be held within a brief time after the annual meeting.

Suggested Installation Oath

“I solemnly swear to discharge to the best of my ability the responsibilities of the office in the National Association for the Advancement of Colored People, in accordance with its Constitution and Bylaws and the decisions of its governing bodies. I dedicate myself anew to its principles of equality and justice under law. I shall try always to keep the goals of the National Association for the Advancement of Colored People above any purely personal or individual interest that might hinder the attainment of those goals. I ask continued help of Almighty God in keeping this pledge.”

**NAACP YOUTH & COLLEGE DIVISION
CANDIDATES CONSENT FORM**

I, _____ consent to serve as a candidate for office or member of the Executive Committee at-large of the _____ (Junior Youth Council/Youth Council/High School Chapter/ College Chapter/Young Adult Council). If elected, I agree to serve and abide by the policies, principles and procedures of the NAACP. If I have not completed NAACP Mandatory Training since 2003, I agree to complete Mandatory Training by June 30, 2018. If I fail to complete the applicable training, I understand that I will be removed from office without hearing, for the remainder of this term.

Date

Office or Position

Signature

◆-----◆
**NAACP YOUTH & COLLEGE DIVISION
PETITION FOR NOMINATION**

We, the undersigned wish to nominate _____ for the office of _____, or a member of the Executive Committee.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

For purposes of signing this petition, one must be a current member in good standing as of the time of the meeting.



SAMPLE BALLOT

OFFICIAL BALLOT OF THE: WAKANDA COLLEGE CHAPTER
UNIT NUMBER: 1909
ELECTION HELD AT: MLK Student Union
DATE: MARCH 1, 2018 – APRIL 15, 2018

College Chapter Officers

To vote, please mark an (X) beside the name of your candidate.

PRESIDENT: (Vote for one)

- THURGOOD MARSHALL
- ROSA PARKS

VICE PRESIDENT: (Vote for one)

- MARY MCCLOUD BETHUNE
- IDA B. WELLS
- CARTER G. WOODSON

SECRETARY: (Vote for one)

- MEDGAR WILEY EVERS
- ROY WILKINS

TREASURER: (Vote for one)

- JAMES CHANEY
- BOOKER T. WASHINGTON

FACULTY ADVISOR: (Vote for one)

- W.E.B. DUBOIS
- MARY WHITE OVINGTON
- OSWALD G. VILLIARD