



Florida LGBTQA Democratic Caucus

Procedures for the Election of Caucus Officers Biennial Organizational Meeting -- February 23, 2019

(Prepared by the Nominating Committee)

Purpose

1. In order to fully inform prospective and current members of the election of Caucus officers and directors, the Caucus shall publicize election procedures fully, timely, and in such a manner as to assure notice to all interested Democrats. *[Bylaws, Art. V, Sec. 8]*
2. At the regular biennial meeting, the President, Vice President, Secretary, and Treasurer shall be elected. *[Bylaws, Art. IX, Sec. 1(b)]*

Voting Members

1. Only individuals who have been members for at least 45 days shall be permitted to vote in any election for officers. *[Bylaws, Art. VII, Sec. 6]*
2. To vote at the biennial organizational meeting to be held February 23, 2019, an individual must be a member on or before January 9, 2019.
3. Caucus membership is determined on a calendar-year basis. Dues are payable to the Treasurer by December 31, for the ensuing year, or at the time of becoming a member, for the remainder of that calendar year. Dues paid between November 1 and December 31 by new members, shall be deemed for the current and ensuing year. *[Bylaws, Art. IV, Sec. 1]*
4. An individual who was a voting member in 2018 but failed to renew their membership by December 31, 2018, will be ineligible to vote at the biennial organizational meeting. However, voting membership for 2018 members will be automatically restored upon payment of dues at the meeting (and prior to March 1). *[Bylaws, Art. IV, Sec. 2]*

Meeting Registration

1. The Secretary of the Caucus maintains the current list of voting members. *[Bylaws, Art VI, Sec. 1(c)]*
2. Voting members will sign-in before the meeting and be provided credentials for voting purposes.

Voting

1. *Quorum:* Twenty percent of the Caucus membership shall constitute a quorum for the transaction of business at any regular or special meeting. *[Bylaws, Art. VII, Sec. 3]*
2. *Secret Ballots:* Voting for officers shall be by secret ballot. *[Bylaws, Art. IX, Sec. 3(e)]*

3. *Proxies*: Members must be present to vote; absentee or proxy voting is prohibited. *[Bylaws, Art. IX, Sec. 3(e)]*

Nominating Committee

1. The duty of this committee with regard to officers, shall be:
 - a. To publicize the elections and qualifications for candidacy;
 - b. To recruit members for each office;
 - c. To ensure the eligibility (consistent with the Bylaws) for all members seeking office;
 - d. After ascertaining their eligibility and willingness to serve, to nominate at least one candidate for each office to be filled at the biennial meeting; and
 - e. To conduct the elections process. *[Bylaws, Art. IX, Sec. 3(a)]*
2. At the biennial meeting, the committee shall first report on regional elections. *[Bylaws, Art. IX, Sec. 3(c)]*
3. The term of service of the Nominating Committee shall be until the completion of the election process, at the next meeting following biennial meeting. *[Bylaws, Art. IX, Sec. 3(a)(6)]*

Caucus Officer Candidates

1. To be eligible to be a candidate for an officer position at the biennial organizational meeting:
 - a. The individual must have been a member for at least 45 days prior to the meeting (a member on or before January 9, 2019). *[Bylaws, Art. IX, Sec. 3(f)]*
 - b. The individual must indicate their willingness to serve if elected. *[Bylaws, Art. IX, Sec. 3(a)(4)]*
2. Anyone interested in running for a Caucus officer position should review the duties of the position as described in the Bylaws, Article VI. The Bylaws are available to download from the Caucus website at www.floridalgbtademics.org/about-the-caucus.
3. Candidates may be recruited, nominated, and/or members may announce their interest in serving not later than before January 24, 2019 (30 days prior to the election) by contacting the Nominating Committee via email at nominations@floridalgbtademics.org.
4. All candidates known by the Nominating Committee not later than January 24, 2019, will be given the opportunity to submit a photograph and a candidate biography, statement, and/or platform of not more than 300 words, not later than February 2, 2019 (21 days prior to the election).
5. The Nominating Committee will distribute the information about candidates as identified on or by January 24, 2019, to the Caucus membership via email by February 9, 2019 (14 days prior to the election).
6. Candidates may be nominated from the floor, when nominations are open, prior to the election. All candidates nominated from the floor must meet the eligibility requirements noted in #1 above.

Nominations

1. The Nominating Committee shall present as nominee any qualified members who have been nominated and may not present a slate or endorse nominees. *[Bylaws, Art. IX, Sec. 3(b)]*
2. The Nominating Committee shall report nominations received on or by January 24, 2019, and then accept further nominations from the floor. *[Bylaws, Art. IX, Sec. 3(c)]*
3. Only voting members are allowed to place a candidate's name in nomination.
4. Any nomination from the floor will be limited to one minute.
5. No Nominating Committee member may be nominated or elected to any office filled at the biennial meeting. *[Bylaws, Art. IX, Sec. 3(a)(5)]*

Elections Process

1. The order of elections will be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. The Nominating Committee shall preside over and conduct the election process. *[Bylaws, Art. IX, Sec. 3(e)]*
3. The Nominating Committee shall prepare one ballot for each office, with the names of the duly qualified candidates. Each ballot will be printed with the name of the Caucus on the top, followed by the position to be voted upon, with the candidates' names printed on the ballot. There will be a blank line or lines provided for each office, for additional nominations from the floor. *[Bylaws, Art. IX, Sec. 3(d)]*
4. The ballot for the respective officer position shall be distributed to voting members as consideration for each office is announced by the Nominating Committee.
5. As nominations from the floor shall be in order, voters may write in candidates' names and vote for the preferred candidate. *[Bylaws, Art IX, Sec. 3(e)]*
6. If a candidate for office is unopposed or the number of candidates equals or is less than the number of officers to be elected, such candidates may be elected by acclamation. *[Bylaws, Art. IX, Sec. 3(g)]*
7. *Speeches*
 - a. Following the close of nominations, speeches will be allowed.
 - b. Only voting members may speak on behalf of a candidate.
 - c. As seconds for nominations are not required under Robert's Rules, seconding speeches will not be allowed.
 - d. Candidates nominated for each office will be recognized to speak in the order in which the nomination was received.

- e. Candidates for President will be allowed five minutes for nominating speeches. Such time may be shared as the candidate may wish.
 - f. Candidates for offices other than President will be allowed three minutes for nominating speeches. Such time may be shared as the candidate may wish.
8. Following the nominating speech(es) by candidates, the chair will announce that voting will start; Nominating Committee members and tellers will collect the ballots; after an appropriate amount of time, the chair will announce the conclusion of voting for the respective office.

Tabulation of Votes

1. Following each vote, the Committee shall collect and count the ballots, utilizing additional tellers, as necessary. *[Bylaws, Art. IX, Sec. 3(e)]*
2. During the tabulation, each nominee for the respective office, or their one designee, may observe the counting process.
3. The Committee shall afford any candidate the right to a recount, after which the Committee shall certify the results. *[Bylaws, Art. IX, Sec. 3(e)]*
4. A majority of those present and voting shall be required for election. Should no candidate receive a majority of votes, the candidate receiving the lowest number of votes shall be removed and another vote by written ballot will be conducted. *[Bylaws, Art. IX, Sec. 3(e)]*
5. The Chair of the Nominating Committee will announce the results at the end of the count. *[Bylaws, Art. IX, Sec. 3(e)]*
6. The Secretary shall retain all ballots, available for inspection, for a period of three (3) years, after which the ballots may be destroyed. *[Bylaws, Art. IX, Sec. 3(h)]*