

NAACP



2016 - 2017

MANUAL FOR STATE/STATE AREA CONFERENCE ELECTION PROCEDURES

Revised 10-30-2010
Approved by National Board of Directors

Contents

Candidate Consent Form	3
Candidate Petition	4
Notice of Annual Meeting to Units	5
Unit in Good Standing	5
February 1st Election Notice to Units	7
Sample Biennial Election Notice	8
Election Procedures Committee	9
Eligible Candidates	9
Duties of the Election Procedures Committee	9
Voting by Prison Units	10
Voting at the Annual Convention	11
Election of Delegates from Units	11
Election of the Election Supervisory Committee	11
Report of the Election Supervisory Committee	12
Sample Election Supervisory Candidate Report	12
Candidate Speeches	13
Requesting National Office Assistance/Intervention	13
Voting	14
Procedure	14
Challenged Ballots	14
Spoiled Ballots	15
Challenges	15
Closing the Door	16
Tabulating the Ballots	16
Election of Tellers	16
Instruction for Tellers	17
Counting the Ballots	17
Actual Counting of the Votes	17
Preparing the Tally Sheet	17
Report on the Election	18
Appeal for New Election	19
Sample Ballot	20
Installation of Officers	21
Election Procedures Committee	22

NAACP CANDIDATES CONSENT FORM

The Bylaws for Units states that a member of the Association who is eligible to run for State/State Area Conference elected office as:

ARTICLE IX, SECTION 1[B]{1C-D):

- c) Persons wishing to run for elective office must be members in good standing and return the petition bearing their signature by certified mail signed by three (3) or more members in good standing of Units in good standing within the State/State-Area Conference by no later than June 15 of the election year. The nominating petitions must be mailed to the official mailing address of the State/State-Area Conference to the attention of the Election Procedures Committee which shall follow the procedures set forth in the Manual on State/State-Area Conference Election Procedure. An individual may seek only one elective office at a time.

- d) For the purpose of running for office, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State Area Conference no later than December 15 of the even numbered year prior to the State/State-Area Conference election. For the purpose of signing a nominating petition, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference at least thirty (30) days prior to the date the nominating petition is filed.

I, _____ consent to serve as a candidate for
(Please print)
office of _____ or at-large Executive
Committee member of the _____ State/State Area Conference.
If elected, I agree to serve and abide by the policies, principles and procedures of the
NAACP. I agree to complete mandatory training by February 28, 2018.

I certify by my signature that I am a member in good standing of a local unit
that is in good standing with the State/State Area Conference.

Signature _____

* Certification of membership shall be done by the Unit Secretary to the State Conference Secretary.

NAACP Petition for Nomination

We, the undersigned wish to nominate _____ for the office of _____, or as an at-large member of the Executive Committee.

(A valid petition must contain at least 3 signatures from Units and members in good standing)

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

STATE/STATE AREA CONFERENCE ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of State/State Area Conference officials to assist in the effective conduct of State/State Area Conference elections. **Note**, per Article IV, Section 3(b), “*There shall be a Youth and College Division of the State/State Area Conference. It shall be governed by the Constitution and these bylaws.*” A State/State Area Youth & College Conference is to be established and mirror the positions of the Adult Units. This manual is based on the Constitution and By-Laws for Units revised February 2014.

NOTICE TO STATE/STATE AREA CONFERENCES

Thirty (30) Day Written Notice Prior To The Annual State/State Area Conference Meeting ARTICLE V, SECTION 4(A) OF THE BYLAWS FOR UNITS

“*State/State Area Conference. Written notice, by the State/State Area Conference Secretary shall be provided a minimum of 30 days prior to the time and place of the Annual State/State Area Conference Convention to each member Unit in good standing.*”

A Unit in “good standing” is defined in ARTICLE III, SECTION 3 (B-I) OF THE BYLAWS FOR UNITS

- b. *Charter Eligibility Criteria for Branches.* In any jurisdiction where there is no existing Branch, application shall be made to the National Office for a Branch charter in conjunction with procedures established by the Board of Directors. Prospective Branches must be comprised of no fewer than one hundred (100) adult members. The jurisdictional boundaries of a prospective Branch shall not conflict with the boundaries of any existing Branch.
 - 1. *Maintaining a Branch Charter.* A Branch shall maintain no fewer than 50 adult members; shall pay all annual assessments; and, shall file all year-end reports as required by the Constitution and Bylaws of the Association in order to maintain its charter.
 - 2. A Branch must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

- c. *Charter Eligibility Criteria for Prison Branches.* In any prison/correctional facility where there is no existing Prison Branch, application shall be made to the National Office for Prison Branch charter in conjunction with procedures established by the Board of Directors. Prospective Prison Branches must be comprised of no fewer than 25 members.
 - 1. *Maintaining a Prison Branch Charter.* A Prison Branch shall maintain no fewer than 25 members; shall pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
 - 2. A Prison Branch must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

- d. *Charter Eligibility Criteria for Young Adult Councils.* Young Adult Councils shall contain at least 25 members between the age of 18 and 25.
 - 1. *Maintaining a Young Adult Council Charter.* Young Adult Councils shall have 25 members; shall pay all annual assessments; and, file all annual year-end reports as required by the Association.
 - 2. A Young Adult Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- e. *Charter Eligibility Criteria for College Chapters.* College Chapters shall contain at least 25 members under age 25 and be currently enrolled in a college or university.
 - 1. *Maintaining a College Charter Charter.* College Chapters shall maintain no fewer than 25 student memberships for two consecutive years; shall pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
 - 2. A College Chapter must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- f. *Charter Eligibility Criteria for Youth Councils.* Youth Councils shall contain at least 25 members who must be under 18 years of age. In the absence of a Young Adult Council in the jurisdiction, the Youth Council membership may include members between the ages of 19-25.
 - 1. *Maintaining a Youth Council Charter.* Youth Councils shall have 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
 - 2. Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- g. *Chapter Eligibility Criteria for High School Chapters.* High School Chapters shall contain at least 25 members who are currently enrolled in a high school or comparable secondary school.
 - 1. *Maintaining a High School Chapter Charter.* High School Chapters shall have 25 members enrolled in the high school; pay all annual assessments; and file all annual year-end reports as required by the Association.
 - 2. A High School Chapter must also maintain good standing with its State/State-Area Conference {by filing annual year-end reports and paying all State/State-Area Conference assessments.

- h. *Chapter Eligibility Criteria for Junior Youth Councils.* Junior Youth Councils may be organized separately from Youth Councils where there are at least 25 youth members under 13 years of age.
 1. Maintaining a Junior Youth Council. Junior Youth Councils shall contain 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
 2. Junior Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

- i. *Charter Eligibility Criteria for Authorized Committees.* Authorized Committees may be organized in areas where there are an insufficient number of members to maintain a Branch. Authorized Committees must contain at least seven (7) members and shall report to the State/State-Area Conference in their jurisdiction, subject to such rules and regulations as the Board of Directors may enact. It shall receive a Certificate of Authority from the National Office.
 1. *Maintaining an Authorized Committee Charter.* Authorized Committees shall have seven (7) members, pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
 2. An Authorized Committee must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

Notification of Units

During the Annual Meeting, in even number years when the Election Procedure Committee is elected, the Time & Place Committee must provide to the Convention the location where the next Annual Meeting will be held. That information should be forwarded to the Chair of the Election Procedures Committee and the Regional Office by December 15th.

ARTICLE IX, SECTION 1[B]{1B} OF THE BYLAWS FOR UNITS

a. Time & Place Committee Report

“Committee on Time and Place. Shall be charged with the responsibility of investigating possible cities for future Annual Conventions, and recommending same to the Convention.” **ARTICLE IX, SECTION 4(C) OF THE BYLAWS FOR UNITS.**

b. Written Notification To Units By February 1st

“Written notice of the date, time, location and procedure for the conduct of the biennial State/State-Area Conference election shall be sent by the State/State-Area Conference Secretary by certified mail to all Units in good standing within the State/State-Area Conference by no later than February 1st of the odd numbered year. The notice shall include the positions to be filled by election and the official nominating petition.”

The following is a suggested format of the notice to be sent:

NOTICE OF BIENNIAL STATE/STATE AREA CONFERENCE ELECTION

Dear Unit In Good Standing:

At the Annual _____ State/State Area Conference of the NAACP, which will be held at (LOCATION), on (DATE) at (TIME), the Election Procedures Committee will provide a final report for the purpose of election of officers and at-large members of the executive committee.

It is important that delegates from your Unit have their credentials properly filled out, they must include the signature of both the Unit President and Secretary, after which they must be presented to the State Conference Secretary to be registered as a delegate for this meeting. Per the Bylaws for Units, *“At the first session of the Annual Convention, the delegates shall elect five (5) delegates to the Election Supervisory Committee which will conduct the election in accordance with the Constitution.”* **ARTICLE IX, SECTION 1(B){1J} OF THE BYLAWS FOR UNITS**

On Saturday during the Convention at 8:00 a.m. on Election Day, the Election Supervisory Committee shall convene a special session of the Convention for the sole purpose of hearing from the candidates seeking office. Candidate shall be heard in the following order: Assistant Secretary, Secretary, Assistant Treasurer, Treasurer, 3rd Vice-President, 2nd Vice-President, 1st Vice-President, and President. Election Supervisory Committee will determine time limits for speeches at the meeting.

Immediately following the special session, but no later than 11:00 a.m. the polls shall open, remaining open until 3:00 p.m. Following tabulation, the results of the election shall be announced by the Election Supervisory Committee by posting on the tabulation room door and by announcement on the Saturday evening.

We look forward to your participating in these activities.

(Secretary)

ELECTION OF THE ELECTION PROCEDURES COMMITTEE
ARTICLE IX, SECTION 1(B)[1]) OF THE BYLAWS FOR UNITS

- (a) In each even numbered year, the delegates at the Annual Convention of each State/State-Area Conference shall elect seven delegates to the Election Procedures Committee which shall be responsible for the election process leading up to the State/State-Area Conference election in the odd numbered years. No more than two (2) State/State-Area Conference officers or Executive Committee members shall be elected to the Election Procedures Committee. The Committee shall conduct an organizing meeting during the Convention at which, time they shall elect a chairperson and secretary. Members of the Election Procedures Committee are not prohibited from filing a nominating petition.

The National Office will provide to State/State Area Conferences notification of the status of Units by June 1st.

A. ELIGIBLE CANDIDATES: Candidates shall sign a certification and consent statement attesting to their membership in a unit that is in good standing, with both the National Office and State Conference, the type of membership (if annual and/or subscribing life they shall include the expiration date) and when it was secured, and that the candidate provides a completed consent form.

ARTICLE IX, SECTION 1(B)[1](C-D) OF THE BYLAWS FOR UNITS

- (c) Persons wishing to run for elective office must be members in good standing and return the petition bearing their signature by certified mail signed by three (3) or more members in good standing of Units in good standing within the State/State-Area Conference by no later than June 15 of the election year. The nominating petitions must be mailed to the official mailing address of the State/State-Area Conference to the attention of the Election Procedures Committee which shall follow the procedures set forth in the Manual on State/State-Area Conference Election Procedure. An individual may seek only one elective office at a time.
- (d) For the purpose of running for office, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State Area Conference no later than December 15 of the even numbered year prior to the State/State-Area Conference election. For the purpose of signing a nominating petition, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference at least thirty (30) days prior to the date the nominating petition is filed.

B. DUTIES AND RESPONSIBILITIES OF THE ELECTION PROCEDURES COMMITTEE:

The Election Procedures Committee shall forward to the National Office, no later than June 20th a report listing all candidates names, address, city, state, zip code and phone or email address who have submitted a valid petition to run for a State/State Area Conference. After which the National Office will verify membership. If there is a concern about status the

Election Procedure Committee will also contact the local Unit Secretary to which the member belongs.

ARTICLE IX, SECTION 1(B)[1]{E-G} OF THE BYLAWS FOR UNITS

- (e) The Election Procedures Committee shall review all nominating petitions, validate the eligibility of candidates and file its report with the State-State/Area Conference Secretary by no later than June 30 of the election year.
- (f) Upon receipt of the Committee's report, the State/State-Area Conference Secretary shall mail the listing of all eligible candidates for each office to all Units in good standing within the State/State-Area Conference by no later than July 15 of the election year.
- (g) Thirty (30) days prior to the election the Election Procedures Committee shall file a report with the State/State-Area Conference Secretary verifying that all eligible candidates for office shall be members in good standing as of the date of the election.
- (h) An eligible candidate may withdraw from contention by forwarding a letter requesting that his/her name be removed from the ballot. The letter must be sent to the Chairperson of the Election Procedures Committee thirty (30) days prior to the election.

C. VOTING BY PRISON UNITS

Prison Units in good-standing, only, shall be allowed to participate in State/State Area Conference Elections. Prison Units that meet all prerequisites as defined in Article III, Section 3(c) and Article IV, Section 3(a) will receive a ballot. The State/State Area Conference on June 30th when sending out report of the Election Procedures Committee to all units, will also forward the prerequisite ballots to Prison Units that are in good-standing. Ballots will be prepared in accordance with guidelines established by the Association. The Prison Unit will elect delegates at it's General Membership meeting, after which the delegates will vote. When returning the ballots to the address of the State/State Area Conference mailing address, a copy of the minutes of the meeting when delegates were elected must be included. Ballots must be received by the State/State Area Conference 10 business days prior to the first day the Annual State/State Area Convention convening. The State Conference Secretary shall provide the Chair of the Election Procedures a report as to when ballots were received. The State/State Area Conference Secretary shall, upon the election of the Election Supervisory Committee immediately turn over the sealed ballots to the Election Supervisory Committee. Ballots are to remain sealed and not be counted until the polls close.

**D. VOTING AT THE ANNUAL CONVENTION:
ARTICLE IX, SECTION 1(B)[1]{I-K} OF THE BYLAWS FOR UNITS**

- (i) All voting at the Annual Convention must be by delegates present who were duly elected by their respective Unit in good standing within the State/State-Area Conference. Proxy voting, absentee voting and write-in voting are prohibited in NAACP elections. State/State-Area Conference Officers and Executive Committee members only have voting privileges if they have been duly elected by their respective j Unit in good standing within the State/State-Area Conference.

**E. ELECTION OF DELEGATES TO STATE/STATE AREA CONFERENCE:
ARTICLE IX, SECTION 1(A)[1] OF THE BYLAWS FOR UNITS**

“All delegates elected to the Annual Convention of a State/State-Area Conference must be Members in good standing of Units in good standing within the State/State-Area Conference. All such delegates must be elected at a regular meeting of their general membership. Elected delegates must present *official* credential forms as provided by the State/State-Area Conference at the time of registering to the Credentials Committee of the Convention.”

**F. ELECTION AND DUTIES OF THE ELECTION SUPERVISORY COMMITTEE:
ARTICLE IX, SECTION 1(B)[1]{J} OF THE BYLAWS FOR UNITS**

- (j) At the first session of the Annual Convention, the delegates shall elect five (5) delegates to the Election Supervisory Committee which will conduct the election in accordance with the Constitution, these Bylaws and the Manual on State/State-Area Conference Election Procedure. In addition, if there is more than one presidential candidate, each presidential candidate is entitled to appoint a representative to the Election Supervisory Committee. In the event the total number of presidential candidates exceeds four (4), the delegates must elect additional members to the Election Supervisory Committee so that the total number of elected members is one more than the appointed members of the Committee. No candidate for office shall serve on the Election Supervisory Committee.
- (k) On Saturday during the Convention at 8:00 a.m. on election day, the Election Supervisory Committee shall convene a special session of the Convention for the sole purpose of hearing from the candidates seeking office. Candidates shall be heard in the following order:

Assistant Secretary
Secretary
Assistant Treasurer
Treasurer
Vice Presidents
President

Immediately following the Special session, but no later than 11:00 a.m., the polls shall open, remaining open until 3:00 p.m. Following tabulation, the results of the election shall be announced by the Election Supervisory Committee by posting on the tabulation room door and by announcement on Saturday evening.

G. REPORT OF THE ELECTION PROCEDURES COMMITTEE

- a. The Election Procedures Committee shall submit a report in writing on the first day of the Annual Meeting to the delegates. This report shall consist of the names of those persons who have been determined to be eligible to serve as Officers and Executive Committee Members.
- b. **SAMPLE COMMITTEE REPORT:** “The Election Procedures Committee of the _____ State/State Area Conference is pleased to submit the following report. (Candidates should be listed in alphabetical order by last name, see sample on next page)

Members of the Executive Committee

Lula Becker
Thomas Green
Roy Williams

Assistant Treasurer

Caleb Marshall
Rachael Warrington

Treasurer

Samuel Carter
Paul Douglas

Assistant Secretary

Paul Jones
Mable Jordans

Secretary

Mary Allison
Barry Martin

Third Vice President

No Candidate
No Candidate

Second Vice President

Mary Alison
Barry Martin

First Vice President

Walter Adker
Helen Jones

President

William Fuller
Paul Roberts

H. Candidate Speeches

1. After the report of the Election Procedures Committee each candidate who is running for a position for which there is a challenger may give a brief speech. A set and equal amount of time, to be determined by the Election Supervisory Committee, is to be afforded each candidate. Should a candidate chose not to speak, the other candidate can only use the time that was allotted to them.

I. Requesting National Office Assistance

1. Up to 14 days prior to the Annual Election, any candidate may contact the Director of Field Operations in writing for an interpretation of any election procedure established by the State/State Area Conference that is not clear and/or in conflict with the Constitution and Bylaws for Units of the NAACP.
2. *“Authority of the National Office.* The National Office shall have authority to intervene at any time during the period leading up to the State Conference election. Such authority includes suspending the process and instituting corrective action to assure that the rights of all members are protected.” **ARTICLE IX, SECTION 1(B)[1]{H} OF THE BYLAWS FOR UNITS.**

VOTING

A. PROCEDURE

1. Only properly credentialed delegates from units in good standing with the State/State Area Conference are eligible to vote.
2. Each delegate is required to present their delegate credentials and some form of identification to the Election Supervisory Committee prior to receiving a ballot. The following is the suggested voting procedure.
 - a. When the voter comes to the certification table, he/she must produce their delegate credentials issued by the Secretary of the State Conference.
 - b. After presenting credentials, the voter is asked to sign for his/her ballot by signing opposite his/her name on the certification sheet.
 - c. After signing for his/her ballot, the voter is issued a numbered ballot and advised to immediately tear off the number and discard in the container provided.
 - d. Once the voter has finished marking his/her ballot, the voter then leaves the voting area or booth and deposits the folded ballot into the ballot box, where a member or members of the Election Supervisory Committee is assured that the number is torn off prior to the ballot being placed in the ballot box.
2. During the voting period, the Committee should periodically audit the number of ballots distributed to voters, in order to keep an accurate count of ballots distributed and the total cast.
3. Proper safeguards should be established to ensure that the voters, having cast their ballots, exit through a door other than the one that used to enter. Voters shall not be permitted to remain in the area where voting is taking place.

B. CHALLENGED BALLOTS

1. Challenged ballots will be given to a delegate who wishes to vote but does not have or present proper credentials or the status of the unit being in "good standing" has been challenged.
2. Challenged ballots are placed in a blank envelope and sealed. The sealed envelope containing the challenged ballot are then placed in another envelope and sealed. The challenged voter signs the flap of this envelope.
3. Should the Election Supervisory Committee find that the name of the challenged delegate was overlooked on the official delegate roster, when the delegate came to cast his//her vote, the challenged ballot is then separated from the other challenged ballots,

outside envelope opened, and the blank envelope containing the challenged ballot is placed with the other ballots yet to be counted.

4. Challenged ballots are held by the Election Supervisory Committee until the counting of the ballots is about to begin. At that time, each of the names on the flaps of the envelopes will be checked again against the official delegate roster or list of the State/State Area Conference Secretary. Challenged ballots cast by delegates declared to be ineligible should not be opened or tampered with and are to be held by the Chairman of the Election Supervisory Committee. Should an Article IX complaint be filed these and all other documents, including the report of the Election Supervisory Committee are to be forwarded to the National Office to the attention of the Director of Field Operations.

C. SPOILED BALLOTS

1. If a delegate spoils his/her ballot, he/she may return it to the Election Supervisory Committee and exchange it for a new ballot.
2. The Election Supervisory Committee should carefully preserve all spoiled ballots so that the total number of ballots used, minus the spoiled ballots, can be checked against the total number of delegates voting.

D. CHALLENGES

1. Watchers, Observers and Challengers have a right to be present during all phases of the voting procedure, as well as during the preparation of the voting areas.
2. The Election Supervisory Committee should minimize the number of challengers in order to reduce confusion and congestion.
3. Watchers, Observers and Challengers, while having the right to observe all activities of the Election Supervisory Committee, must make their observations in such a way as not to interfere with the election procedures.
4. If the Watcher, Observer or Challenger wishes to object to any action other than eligibility of a delegate, he/she should make his/her objections known to the member of the Election Supervisory Committee in charge of the voting location, or to the chairman of the Committee.
5. If the Watcher, Observer or Challenger wishes to challenge the eligibility of a delegate, he/she makes his/her challenge to the members of the Election Supervisory Committee, or person designated by that Committee to whom the delegate is presenting his/her identification.

6. Watchers, Observers and Challengers may be present during preliminary preparations when the Election Supervisory Committee workers are checking the ballot boxes and preparing the piles of ballots and polling lists for certification of delegates.
7. They may also be present during the tabulation of the votes, and have a right to accompany ballot boxes at all times during the course of the election and until the ballot boxes are emptied and counted, unless, such boxes are placed in the custody of an outside agency.
8. If voting locations are closed momentarily during the voting period, the Watchers, Observers or Challengers have a right to note the serial number of the top ballot on each pile of paper ballots. They may check these figures against the top ballot when the election site is reopened.
9. The Watchers, Observers or Challengers shall be entitled to view and note the number of challenged ballots already accumulated whenever the polls close and to note the names of those members who have cast "Challenged Ballots". Under no circumstances should any Watcher, Observer, or Challenger be allowed to touch or handle a ballot.

E. CLOSING THE DOOR

1. When the announced time to close the polls has been reached, the outer doors for admission to the qualifying room shall be closed. If there are persons standing in line at the time, even outside the building, they are entitled to be admitted to the building.
2. The Election Supervisory Committee should give the last person in line a ticket or authorization form indicating that he or she is the last voter to be admitted into the building or qualifying room. The polling place shall be closed after this person enters.
3. A member or members of the Election Supervisory Committee must be stationed at the end of the line to ensure no late voters enter the line.

TABULATING THE BALLOTS

Election of Tellers

The Election Supervisory Committee, prior to the start of the election process on Saturday, will elect not less than 3 and no more than 7 delegates at the Convention, who will serve as Tellers. Additionally, "*Presidential candidates shall have the right to appoint an equal number of tellers. The tellers thus appointed, shall elect a chief teller, who shall organize the tabulating of the ballots.*" **ARTICLE IX, SECTION 2(4)[N] OF THE BYLAWS FOR UNITS.**

Instructions for Tellers

1) Counting the Ballots

- a) Immediately after voting is concluded, all ballot boxes shall be brought to the counting place. This should be a large room equipped with tables so that the counting and tabulation may proceed in an orderly fashion.
- 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 the 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.

2) Actual Counting of the Votes

- a) The actual counting of the votes is the sole responsibility of the Tellers. No officer of the State, Election Supervisory Committee member or candidate shall serve as Teller.
- b) Pursuant to **Article IX, Section 1(b)[1]{j} of the Bylaws for Units of the NAACP**: Presidential candidates shall have the right to appoint an equal number of tellers. The tellers thus appointed, shall elect a chief teller, who shall organize the tabulating of the ballots.

The following procedure is advised: Ballot boxes are turned over to the Tellers who empty on the tables. The ballots are then opened, one-by-one, and arranged in an orderly pile.

- c) When there are a large number of voters, counting may be expedited if the Tellers are divided into several teams and the ballots apportioned among them.
- d) Tally sheets or blackboards should be provided equaling the number of groups working.
- e) Challengers have the right to observe this operation.

3) Preparing the Tally Sheet or Blackboard

- a) The names of all candidates running for office should be listed on the tally sheets, or blackboard, Officers first, At-large Executive Committee members following. The entire ballot should be counted. For example, President, John Jones, I; Vice President, Joe Dukes, I.

- b) When marking votes for a candidate an oblique line (/) is used. For example, John Jones has four votes so far. They will be marked as: ////. Every fifth vote crosses each set of four votes horizontally; ##
- c) When the counting of all ballots has been concluded, each group will give the results of its tabulation to the Chief Teller for a total of the election results.
- d) When the validity of a ballot has been challenged, it shall be placed in a separate pile. If a voter's "x" is so placed that it is impossible to accurately credit the vote to either candidate, that vote shall be considered void and not counted. However, this does not void the entire ballot.
- e) The recording and tabulating of the votes shall be performed within plain view of the Watchers and Observers. The chairman of the Election Supervisory Committee and the Tellers for each presidential candidate shall sign the official canvass. The Challengers should also be requested to sign.
- f) The chairman of the Election Supervisory Committee shall retain custody of the results pending final disposition of any appeals by the Board of Directors. If there are no appeals, these records shall be given to the Branch Secretary as soon after January 1, 2008, as possible.

4) Report on the Election

- a) The report of the Tellers should be presented as follows:

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

- b) The number of challenged ballots should be announced.

APPEAL FOR NEW ELECTION

FILING THE COMPLAINT

Pursuant to Article IX, Section 2 of the Bylaws for Units of the NAACP:

- (a) “In the event of election controversy, all parties thereto shall submit complaints to the National Office. Said complaints must be postmarked not later than ten (10) days following the date of the election in question. The complaints must be signed by at least twenty-five (25) voting delegates who were in attendance at the Convention. Said delegates must represent at least five (5) units registered at the Convention.”
- (b) The National Officer 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.
- (c) 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.
- (d) Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.

SAMPLE STATE/STATE AREA CONFERENCE ELECTION BALLOT

**OFFICIAL BALLOT OF THE _____ STATE/STATE AREA
CONFERENCE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED
PEOPLE ELECTION HELD AT _____ DATE _____**

STATE/STATE AREA CONFERENCE OFFICERS
To vote, make (x) beside the name of your candidate.

President: (Vote for One)

- William H. Fuller
- Paul Roberts

**First Vice President: (Vote
for one)**

- Walter Adker
- Helen Jones

**Second Vice President (Vote
for one)**

- Mary Alison
- Barry Martin

Secretary: (Vote for one)

- Mildred Roberts
- Homer Stewart

**Assistant Secretary: (Vote
for one)**

- Paul Jones
- Mable Jordan

Treasurer: (Vote for one)

- Samuel Carter
- Paul Douglas

Assistant Treasurer: (Vote for one)

- Caleb Marshall
- Rachael Warrington

**Members of the Executive
Committee**

(Do not vote for more than 24)

- Thomas Aquinas
- Lula Becker
- Robert Black
- Wilma Brand
- Homer Clough
- Cranston Crane
- Kally Davis
- Penelope Fields
- Robert Grass
- Theophilus Gray
- Thomas Green
- Glory Haman
- Alexander Hem
- Odysseus Henry
- Plato Jones
- Samuel Jones
- Earlene McClain
- Ella Morton
- John Nixon
- Jean Ray
- Ashley Rowe
- Roosevelt Truman
- William White
- Roy Williams
- April Woodard
- Lakeisha Young

INSTALLATION OF OFFICERS

The installation meeting is an important occasion and should be held within a brief time after the annual meeting. However, should the State/State Area Conference choose not or fail to have an installation program, it shall not hinder or prohibit elected officers

Suggested Installation Oath

“I solemnly swear to discharge to the best of my ability the responsibilities of 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 NAACP above any purely personal or individual interest that might hinder the attainment of those goals. I ask the continued help of Almighty God in keeping this pledge.”

Election Procedures Committee

“In each even numbered year, the delegates at the Annual Convention of each State/State Area Conference shall elect seven delegates to the Election Procedures Committee which shall be responsible for the election process leading up to the State/State Area Conference election in the odd numbered years. No more than two (2) State/State Area Conference officers or Executive Committee members shall be elected to the Election Procedures Committee. The Committee shall conduct an organizing meeting during the Convention at which time they shall elect a chairperson and secretary. Members of the Election Procedures Committee are not prohibited from filing a nominating petition.”
 Article IX, Section 1(b)[1]{a}, Bylaws for Units.

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	

First Name	Last Name	Name Of Unit
Address		
City	State	Zip Code
Phone	Email	