

Subject: INSTRUCTIONS FOR THE ELECTION OF UNIT & DISTRICT OFFICERS FOR THE ADMINISTRATIVE YEAR 2021-2022.

UNITS

It is the intent of the Department of Michigan, American Legion Auxiliary for Units to hold their meetings in person according to the Unit Constitution and Bylaws. If an in-person meeting is allowed in the regular meeting location, then all other methods are not allowed. In this case the vote shall be held in accordance with the Unit Constitution and Bylaws.

However, should National, State or Local regulations prevent in person meetings, Units are being instructed to hold their nominations and elections by one of the following methods:

Method 1. Units may hold an election by remote communication, by either video conference or by a voice conference call, to take a voice vote if all of the following are met:

- i. The Unit implements reasonable measures to verify that each person that is considered present and permitted to vote at the meeting by means of remote communication is a Unit member in good standing and gives their member ID number found on their membership card.
- ii. The Unit implements reasonable measures to provide each Unit member a reasonable opportunity to participate in the meeting and to vote on matters submitted to the Unit members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with the proceedings,
- iii. Nominations may be made during the electronic conference.
- iv. If any member votes or takes other action at the meeting by a means of remote communication, a record of the vote or other action is to be maintained by the Unit.
- v. Physical in person quorums are waived. The quorum of the Unit remains the same as in the current Unit bylaws. A sufficient number of members signed into the remote communication will constitute a quorum.
- vi. The candidate with the majority vote will be considered elected.

Method 2. The Units may hold an election by email if all the following are met:

- i. The Unit Secretary shall call for nominations prior to the election by electronic means 20 days prior to the election.
- ii. Email nominations must be submitted to the Unit Secretary 14 days prior to election. No new nominations may be added after this date.
- iii. The proposed ballot containing all nominated candidates must be emailed to all members in good standing 12 days prior to the election.
- iv. Any objections pertaining to omitted candidates must be made prior to 10 days before the election, and the finalized ballot must be emailed to all members in good standing 10 days prior to the election.

- v. Members must include their member identification number in the body of the email for their vote to be valid.
- vi. All votes must be submitted on the date of the election.
- vii. Unit Secretaries must verify that each vote is made by a member in good standing, and that each member has only voted one time.
- viii. Physical in person quorums are waived. The quorum of the Unit remains the same as in the current Unit bylaws. A sufficient number of members that send in an email ballots will constitute a quorum.
- ix. The candidate with the majority vote will be considered elected.

Method 3: The Units may hold an election by mail if all the following are met:

- i. The Unit Secretary shall call for nominations for election of Unit officers by means of mail 30 days prior to the election.
- ii. Nominations must be mailed to the Unit Secretary 21 days prior to election. No new nominations may be added after this date.
- iii. The proposed ballot must be mailed to Unit members in good standing 14 days prior to the election.
- iv. Challenges to the ballot must be received by the Unit Secretary prior to 7 days prior to the election, and final ballot must be mailed to all Unit members in good standing 7 days prior to the election.
- v. Members must provide their member identification number on the ballot for their vote to be valid.
- vi. Ballots must be postmarked prior to or on the date of the election to be valid unless the Unit member demonstrates that the ballot was not received prior to the election. Acceptance of any such ballot shall be at the discretion of the Unit.
- vii. Unit Secretaries must verify that each vote is made by a member in good standing, and that each member has only voted one time.
- viii. Physical in person quorums are waived. The quorum of the Unit remains the same as in the current Unit bylaws. A sufficient number of members that mail in ballots will constitute a quorum.
- ix. The candidate with the majority vote will be considered elected.

Newly elected Unit Officers shall assume their positions in accordance with Unit traditions, and installations are waived until a face-to-face meeting is possible.

Method 4: The Unit may hold an election by ballot without being in session if all the following are met:

- i. The Unit Secretary shall call for nominations prior to the election by electronic means 20 days prior to the election or by U.S. Mail 30 days prior.
- ii. Nominations must be submitted to the Unit Secretary 14 days prior to election. No new nominations may be added after this date.
- iii. The proposed ballot must be made available to all members that visit the polling location.
- iv. The date and time must be set in advanced and all members notified when and where they can vote.
- v. Members must show their membership card, an accurate roster must be kept at the polling location and member names must be marked in a manner that indicates that they have voted in the election.
- vi. A minimum of two members must man the polling location at all times.
- vii. All votes must be submitted on the date of the election.
- viii. Unit Secretaries must verify that each vote is made by a member in good standing, and that each member has only voted one time.
- ix. Physical in person quorums are waived. The quorum of the Unit remains the same as in the current Unit bylaws. A sufficient number of members voting by ballot will constitute a quorum.
- x. The candidate with the majority vote will be considered elected.

DISTRICTS

Method 1: The District may hold a meeting by means of remote communication, by either video conference or by a voice conference call, to take a voice vote if all of the following are met:

- i. The District implements reasonable measures to verify that each person that is considered present and permitted to vote at the meeting by means of remote communication is a Unit member in the District and is in good standing and gives their member ID number found on their membership card and Unit number.
- ii. The District implements reasonable measures to provide each District member a reasonable opportunity to participate in the meeting and to vote on matters submitted to the District members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with the proceedings,
- iii. Nominations may be made during the electronic conference.
- iv. If any member votes or takes other action at the meeting by a means of remote communication, a record of the vote or other action is to be maintained by the District.

- v. Physical in person quorums are waived. The quorum of the District remains the same as in the current District bylaws. A sufficient number of Units signed into the remote communication will constitute a quorum.
- vi. The candidates with the majority vote will be considered elected.

Method 2: The District may hold a vote by email if all the following are met:

- i. The District Secretary shall call for nominations prior to the election by electronic means 20 days prior to the election.
- ii. Email nominations must be submitted to the District Secretary 14 days prior to election. No new nominations may be added after this date.
- iii. The proposed ballot containing all nominated candidates must be emailed to all Units and Delegates at Large 12 days prior to the election.
- iv. Any objections pertaining to omitted candidates must be made prior to 10 days before the election, and the finalized ballot must be emailed to the Units and Delegates at Large in the District 10 days prior to the election.
- v. Members must include their member identification number and Unit number in the body of the email for their vote to be valid.
- vi. All votes must be submitted on the date of the election.
- vii. District Secretaries must verify that each vote is made by a member in good standing from a Unit in the District, and that each member or Unit has only voted one time depending on the Districts' traditions.
- viii. Physical in person quorums are waived. The quorum of the District remains the same as in the current District bylaws. A sufficient number of Units that send in an email ballot will constitute a quorum.
- ix. The candidate with the majority vote will be considered elected.

Method 3: The District may hold a vote by mail if all the following are met:

- i. The District Secretary shall call for nominations for election of District officers by means of mail 30 days prior to the election.
- ii. Nominations must be mailed to the District Secretary 21 days prior to election. No new nominations may be added after this date.
- iii. The proposed ballot must be mailed to Units and Delegates at Large in good standing 14 days prior to the election.
- iv. Challenges to the ballot must be received by the District Secretary prior to 7 days prior to the election, and final ballot must be mailed to all Units and delegates at large in good standing 7 days prior to the election.

- v. Members must provide their member identification number and Unit number on the ballot for their vote to be valid.
- vi. Ballots must be postmarked prior to or on the date of the election to be valid unless the Unit demonstrates that the ballot was not received prior to the election. Acceptance of any such ballot shall be at the discretion of the District.
- vii. District Secretaries must verify that each vote is made by a member in good standing, and that each member or Unit has only voted one time depending on the districts' traditions.
- viii. Physical in person quorums are waived. The quorum of the district remains the same as in the current District bylaws. A sufficient number of Units that mail in ballots will constitute a quorum.
- ix. The candidate with the majority vote will be considered elected.

Newly elected District Officers shall assume their positions in accordance with District traditions, and installations are waived until a face-to-face meeting is possible.

ADDITIONAL NOTES

1. A hybrid system of Nominations (video or mail/email) and election (by live meeting or drop off ballot) may be used. Follow the above instructions for the specific method being used.
2. Detailed records of the process as well as the outcome will become part of the permanent Unit records.
3. If your regular meeting location is not large enough for proper social distancing, the location may be moved as long as all Unit members are notified.

If there are any additional questions or concerns, contact Sharon Schulte, Department Constitution and Bylaws Chairman. sharonschulte_sharon_7@msn.com