

HOW TO HOLD AN ABATE ELECTION:

a simplified version of the Corporate
Operating Procedures

Nominations and Voting

The full nomination and voting procedures are found in the COP's. This is a brief overview to help chapters hold a successful, valid election of their officers, their district officers, and their state officers.

Ultimately it is the responsibility of the Chapter Coordinator to ensure that nominations and elections are handled properly.

Nominations

- Members shall be notified of opening of nominations and elections, either by mail or newsletter, at least one month prior to opening of nominations or elections.
- Nominations shall be opened no later than the August **Chapter** meetings.
- All nominations shall come from the **Chapter** level.
- All nominations shall be made during the **Chapter** meeting.
- Nominations shall be closed at 12 midnight on the third Saturday of October.
- To be nominated to any office or position, a nominee shall be an active member (attending Chapter or District or A.B.A.T.E. of PA meetings within the last year) and shall be a member in "good standing".
- The member being nominated must be present at the meeting to either accept or reject the nomination.
- The Chapter Secretary will record the nominations made in the meeting minutes.
- Nominations made to district positions need to be sent to the District Secretary and/or District Coordinator.
- Nominations made to state positions need to be sent to the State Secretary

Election Preparation

- Even if no positions are opposed, an election still must take place.
- The Chapter Secretary, District Secretary and State Secretary are responsible for preparation of election materials for each level of leadership. This includes ballot, sign in sheets for members and a validation sheet to be signed by two Sergeant-at-Arms and the Chapter Coordinator. The State Secretary has examples of each of these available to secretaries to promote standardization and preparation as easy as possible across the state.
- The Chapter Coordinator will receive all election materials from each level. They are then responsible for ensuring that all election materials are available to members on the day of voting.

Elections

- All elections, State, District and Chapter shall be held following the close of nominations (12 midnight on the third Saturday of October) but prior to December 15th.
- Balloting shall be done at the regular Chapter meeting place on the day of the meeting.
- To vote for any Chapter, District or State Officer, you must be a member more than 30 days and be a member in “good standing”. A member-at-large shall not be entitled to vote.
- At least two Sergeants-at-Arms shall oversee the balloting and check voters’ credentials (current membership card).
- Ballots shall be counted by two impartial judges, appointed by the Chapter Coordinator (president), with approval of the Chapter Board.

The Results

The Chapter Coordinator should verify that the number of ballots is equal to the number of signers. The number of ballots cannot exceed the number of signers. If there are less ballots, the ballots can be counted, if there are more ballots than what is on the sign in sheets, NONE will be eligible to be counted.

Chapter

- The Chapter Secretary will record the chapter's election results in the meeting minutes.
- The Chapter Membership Officer will collect all current contact information for all officer positions, complete the Chapter Officer Contact .pdf and forward to ABATE Membership at membership@abatepa.org.

District

- District Ballots should be forwarded, along with the validation sheet and sign-in sheets to the District Coordinator.
- The District Secretary will record the district election results in the District meeting minutes.
- The District Membership Officer will collect all current contact information for all officer positions, complete the District Officer Contact .pdf and forward to ABATE Membership at membership@abatepa.org.

State

- The Chapter Coordinator will follow the instructions that accompanied the state election materials. State Ballots, sign-in sheets and the validation sheet must be mailed to the State Office Manager postmarked by December 15th.
- State ballots will be tallied by three District Representatives.

Please note: If your chapter and/or district only holds elections every 2 years, the Chapter/District Membership Officer should still verify current officer information, complete the current officer information .pdf and forward to State Membership annually.