Election Procedure Manual
For
Youth & College Units

All elections for Youth & College Units are to be held between March 15th and May 1st of each year.
NAACP YOUTH & COLLEGE DIVISION ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of Youth & College Division officials 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 Elections. 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 ___________ Youth Council/College Chapter NAACP, and the election of officers and at-large members of the executive committee.

1. On February, March or April ____, 2011 (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, April or May ____, 2011 (place),(time), report of the Nominating Committee and Election of Officers and at-large members of the Executive Committee.

We look forward to your participating in these activities.

____________________
Secretary
MEMBER IN GOOD STANDING

**ARTICLE IX SECTION 4C & 5C**

“All persons qualified as provided by Article IV, Section 7, who signify their intention of becoming charter members of the College Chapter, High School Chapter, Youth Council, Junior Youth Council and their endorsement of the aims and purposes of the National Association for the Advancement of Colored People and who have paid the prescribed fees, shall be entitled to vote. 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 4J & 5J**

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.

NOMINATIONS

**ARTICLE IX SECTION 4D & 5D**

**Nominating Committee (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 and no more than nine 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) The Nominating committee shall meet promptly to elect a Chairman and interview persons qualified as candidates for office.

(3) 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.
Sample Committee Report: “The Nominating Committee of the _____________Youth Council/College Chapter 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 & 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 & 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 & 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.

**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**

Complaints against the election may be filed with the President/CEO in accordance with Article IX Section 4L & Article IX Section 5L of the By-Laws for Units.
ADVISOR SELECTION

Youth Council

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.

In jurisdictions where there is a Branch and Youth Council, the Youth Council shall submit to the Branch Executive Committee at least one (1) name, but not more than three (3) name(s) of an adult member in good standing who has been selected as the Advisor. If the submitted name(s) 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.

The Branch Executive Committee shall appoint the Youth Advisor for Junior Youth Councils.

- The name of the Advisor nominee should be submitted in writing to the Branches Executive Committee.

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

College Chapters

There shall be a Faculty Advisor for a Chapter or an Advisory Committee (not to exceed three (3) members), in accordance with the rules of the college and/or student government regulations relating thereto.

The advisor to the College Chapter must be an employee 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 chapter or group. In addition the Advisor must be a member of the NAACP.
REPORT OF 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

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 it’s 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
CANDIDATES CONSENT FORM

I, ______________________________ wish to serve as a candidate for office or
Member of the executive committee at-large of the _____________________________
Unit. If elected, I agree to serve as well as abide by the policies, principles and
procedures of the Association.

____________________________  __________________________
Date                              Office or Position

____________________________
Signature

NAACP
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.