

Nominating and Election Procedures for the Lake County Duplicate Bridge Clubs (LCDBC), Inc.

Updated, September 14, 2016

1. Per Bylaws, Article II, Section 2, Paragraph (a): Annually during the month of November, a Nominating Committee consisting of one Board member and two (2) qualified Club members appointed by the President shall select at least one (1) but not more than three (3) nominees for each vacancy on the Board. Upon receipt of the slate of nominees, the President at the December Board meeting shall open the nominations from the floor and accept any nominations so made and Seconded.
2. A member of the Nominating Committee may NOT be nominated for election.
3. After the December Board meeting the Nominating Committee shall prepare the ballots with the slate of candidates listed in alphabetical order. The Nominating Committee will be in charge of the election.
4. Ballots will be provided at the Club (not mailed) to qualified members who have paid their club dues for the previous year. A qualified member who cannot cast his or her ballot may authorize another qualified member to act for him or her by Proxy. Every Proxy shall be in writing signed and dated by the absent member. All Proxies shall be delivered to the Nominating Committee or Secretary by the published closing time for voting.
5. The voted ballots will be placed in an appropriate container and remain in the Club building. The Nominating Committee will publish the time when voting will close.
6. The three (3) members of the Nominating Committee will meet (at a time of their choice) in the LCDEBC building to count the ballots before the Annual Meeting. The officers of the Board of Directors shall be notified of this time.
7. If one or more members of the Nominating Committee cannot be present to count the ballots the President shall appoint qualified Club members as replacements.
8. The nominees receiving a plurality of votes shall be declared elected.
9. The Nominating Committee shall sign the tabulation sheet attesting that they agree to the final count including any voided ballots.
10. The ballots will be kept in storage at the Club until the next election at which time the ballots will be destroyed.

Recommended Time-line*:

1. Sep. Board Meeting: Appoint Nominating Committee Chair (must be a Board Director).
2. Oct. Board Meeting: President/Nominating Chair appoint and announce balance of Committee.
3. Nov. Board Meeting: Committee recruits members to stand for election to Board of Directors.
4. Dec. Board Meeting: Committee presents slate of candidates to the President who then calls for nominations from the floor.

*Recommended Time-line gives President/Nominating Committee all of October and November (61 days total) to appoint Committee members and recruit slate of candidates.