



MCSCAAA
OPERATIONAL POLICIES AND PROCEDURES

OPP No. 10 – Procedure For Conducting Annual Elections

Revision 1

Date Adopted: April 23, 2025

The following procedures shall be used for conducting annual elections of Officers for the Executive Board of MCSCAAA:

When Positions Will Be Up For Election

1. Elections of Officers for the Executive Board of MCSCAAA will be held at the Annual Meeting, typically in July of each year.
2. The following MCSCAAA Officer positions shall be up for election in even-numbered years:
 - a. 1st Vice President
 - b. Treasurer
 - c. Sergeant-At-Arms
3. The following MCSCAAA Officer positions shall be up for election in odd-numbered years:
 - a. President
 - b. 2nd Vice President
 - c. Secretary

Participation In Elections

To participate in the elections process, members must be in Good Standing with the organization. Good Standing status entitles members to full voting privileges and eligibility to hold office. A member in Good Standing shall be any member who meets the following criteria:

1. Has paid their annual dues (Exception: not applicable to Life Members, as they are paid-in-full for life).

2. Has attended at least four (4) Alumni Association Meetings in the previous twelve months.
3. Has attended at least two (2) Volunteer Activity Events in the previous twelve months.
4. Has recorded in AVP a minimum of 25 hours of involvement in Association activities (meetings, volunteer events, etc.) in the previous twelve months.

To be eligible to serve as an Officer, individuals must be an MCSCAAA member for a minimum of one year, and be in Good Standing with the organization prior to being elected or appointed to the Executive Board.

With regard to new graduates of the Montgomery County Sheriffs Citizens Academy, new graduates of the Academy who join the Alumni Association upon graduation will be given immediate status of Good Standing by virtue of their hours of activity during the Academy Classes.

Role Of The Nominating Committee

1. Approximately two and one-half months prior to elections each year (i.e. 1st of May) the Executive Board will appoint three MCSCAAA members to serve as the Nominating Committee for that year's elections. Current Officers may not serve on the Nominating Committee. The Executive Board will name one of the three members of the Nominating Committee as the Chairperson of the committee.
2. Approximately two months prior to elections each year (i.e. mid-May), the Executive Board will issue a notice to all members that elections will be held at the upcoming Annual Meeting, and call for nominations of candidates for office, and call for members that wish to run for office to submit a **Letter of Interest** to the Nominating Committee. The Letter Of Interest should express the member's desire to run for one of the Officer positions, provide information on their background and experience, and provide any other information the member feels are pertinent and important for the other members to know about them.
3. This requirement for Letters of Interest also applies to incumbents running for re-election to a position.
4. A deadline for receipt of nomination of candidates and the Letters of Interest is to be set by the Nominating Committee. Once the deadline is passed, no additional nominations or Letters of Interest will be accepted.
5. In the event no nominations or Letters of Interest are received by the Nominating Committee, the Nominating Committee will be responsible for identifying potential candidates for each position, soliciting agreement to run from those individuals, and otherwise confirming that there will be at least one candidate for each Officer position up for election.

6. Once the Nominating Committee identifies the candidates for each position up for election, the Nominating Committee shall prepare a written report to the Executive Board that presents the candidates running for each position. A copy of the Letters of Interest are to be included with the Nominating Committee Report.
7. The Nominating Committee shall also prepare the Voting Ballot, listing the candidates for each position up for election.
8. A copy of the Nominating Committee report, Letters of Interest, Proxy Form and the Voting Ballot shall be distributed to all members approximately one month prior to the Annual Meeting (i.e. mid-June).

Procedures For Elections At The Annual Meeting

1. In even-numbered years, the President shall conduct the election process at the Annual Meeting. (Note: If the sitting President is running for a different Executive Board position during an even-numbered year, the MCSO Liaison Officer shall conduct the election process during that year.)
2. In odd-numbered years, the 1st Vice President shall conduct the election process at the Annual Meeting. (Note: If the sitting 1st Vice President is running for a different Executive Board position during an odd-numbered year, the MCSO Liaison Officer shall conduct the election process during that year.)
3. In order for the Nominating Committee to confirm nominee qualifications as stated above, nominations will not be accepted from the floor at the Annual Meeting.
4. The Officer conducting the elections at the Annual Meeting (or the MCSO Liaison Officer, if necessary, in accordance with the Notes in 1 and 2 above) shall call upon the Chairperson of the Nominating Committee to verbally present the Nominating Committee Report to the members at the meeting. The Chairperson will then call upon each person standing for election to discuss their background and experience, and any other information they wish to share with the members prior to the voting.
5. The Officer conducting the elections (or the MCSO Liaison Officer, if necessary, in accordance with the Notes in 1 and 2 above) shall then proceed with voting, by one of the following methods:
 - a. Call For **Election By Acclamation**
In the event there is only one candidate standing for election in each position, a call will be made for a verbal “Yea” or “Nea” vote by the members present with Good Standing status to accept the candidates. If the “Yea” votes win, the election

process is complete. If the “Nea” votes win, the floor will open for discussion and member agreement on how to proceed.

b. Call For **Voting by Ballot**

In the event there are two or more candidates standing for election in any position, paper ballots will be distributed to all members in Good Standing, members will cast their votes on the provided ballots, and the Liaison Officer and one member from the floor will count the ballots and announce the results.

Proxy Voting

Members in Good Standing shall be allowed to extend their Proxy to another member in Good Standing to vote on their behalf, via a written and signed Proxy Form provided by the Association.

END