

The Bulldog Club of America, Inc.

Established 1890

Member of the American Kennel Club, Inc.

BULLDOG CLUB OF AMERICA DIVISION ELECTION GUIDELINES

ORIGINAL - November 24, 2008, Rev. A – June 8, 2009

Reading, Pennsylvania

Committee: Bob Newcomb and Jim Dundas

The following Bulldog Club of America Division Election Guidelines are being provided to assist the Divisions in conducting uniform elections consistent with the Bulldog Club of America's Constitution and By-Laws, Divisional By-Laws, Standard Operating Procedures (SOP), and Roberts Rules of Order (Newly Revised 10th Edition).

I. NOMINATIONS

- A. Nominations for the BCA Divisions' Officers, Governors and Councilors representing the respective BCA Divisions consist of those nominations made by the respective Division Nominating Committee; nominations (if any), from eligible Member Clubs of the Division and nominations (if any), from individual resident members of BCA submitting a petition signed by 20% of the paid-up members of the Division. The Division Board of Governors shall constitute the Division Nominating Committee.¹ The Nominating Committee shall nominate eligible individual members to the Division positions of President, Vice President, Secretary, Treasurer, Governors (not less than three nor more than five), and Councilors (number to be determined by the Club Secretary as of December 31 of the preceding year not to exceed one for each fifty votes).²
- i. Eligible Member Clubs are those clubs that have been officially recognized by the Division and meet the requirements of Article VII of the SOP and whose annual dues have been paid in accordance with the BCA Constitution and By-Laws.
 - ii. An eligible individual member for nomination to the Division positions of President, Vice President, Secretary, Treasurer and Governor shall:
 1. Be a BCA member in good standing
 2. Be a resident member of the Division³
 3. Not be an Honorary or Foreign Member⁴
 - iii. An eligible individual member for nomination to the position of Councilor shall:
 1. Be at least twenty-five (25) years of age⁵
 2. Be a BCA member in good standing
 3. Be residing in the Division in which he is chosen when elected⁶
 4. Not be an Honorary or Foreign Member⁴

¹ Divisional By-Laws Article IV, Section 1

² BCA Constitution Article V, Section 2

³ Divisional By-Laws Article IV, Section 1

⁴ BCA By-Laws Article I, Section 1

⁵ BCA Constitution Article V, Section 2

⁶ Divisional By-Laws Article IV, Section 3

- B. The Board of Governors, acting as the nominating Committee, shall nominate a candidate for each Division Office at their regular quarterly meeting as set forth below. **The meeting to make nominations MUST be held in the months of April, May or June of each odd numbered year.**⁷ It is **strongly recommended** that the meeting be held as early in the second quarter as feasible. This will allow nomination information to be transmitted to the Member Clubs on a timely basis.
- i. Prior to the Board of Governors' meeting to conduct nominations, the Division Secretary or Treasurer shall provide to the Board of Governors the number of Councilor positions to be filled, based on the information received from the Club Secretary or Treasurer.
 - II. The nominations and voting shall be by secret ballot. The nomination and voting ballots shall be retained until the second quarterly meeting of the Board of Governors of the following year. In case of any election protest, all election records will be retained until the Council gives permission for them to be destroyed.
 1. The nomination balloting and voting for the Division Officers should proceed in the following order and priority:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Governors
 - f. Councilors

Once a nominee has received the maximum votes for a position, they may NOT be subsequently nominated by the Nominating Committee for a lesser ranked officer position, (i.e., nominee receiving maximum votes for President cannot subsequently be nominated by the Nominating Committee for Secretary). However, an individual receiving the maximum votes for a Division office (i.e., President, Vice President, Secretary, Treasurer and Governor) may also be nominated to be a Councilor⁸.
 2. Each Nominating Committee member may nominate any eligible member, with the member's permission, including themselves, to any and all of the positions to be voted upon.
- C. The Division Secretary shall, within seven (7) days of the meeting wherein the Board of Governor's nominations were consummated, prepare and effect distribution of a letter (see Attachment "A") to the Division's Specialty Club Members (in good standing) stating the following:
- i. The Board's nominees for each Division Office (i.e., President, Vice President, Secretary, Treasurer and Governors) and the Board's nominees for the Council.
 - ii. The Date of the scheduled Election Day, (Biennial Meeting), **MUST be scheduled between September 15 and November 15**⁷.
 - iii. The Specialty Club Member may not amend the nominations by deletion of any name, but may, make one additional nomination of an eligible BCA

⁷ Divisional By-Laws Article IV, Section 1

⁸ Divisional By-Laws Article IV, Section 3

individual member, with their permission, for each or any office and **Councilor position**⁷. The nominations **must** be made at a regular or special meeting of the member specialty club **general membership**, not a meeting or teleconference of the Club Board of Governors.

- iv. The date the additional nominations, if any, are due back to the Division Secretary. **The due back date shall be a minimum of 45 days AND not later than August 15th**. This date is hereafter referred to as the Member Specialty Club Nomination Due Date. Nominations received after the Member Specialty Club Nomination Due Date shall **NOT** be considered.
- v. The Division will require that the Specialty Club Member include the following with their nomination(s):
 - I. The Division Specialty Club Nominations, if any, and accompanying written requirements, as set forth below, shall be returned to the Division Secretary by certified mail, or other form of mail that is traceable (i.e., UPS, FEDEX, DHL, etc.). Upon request of the Division Secretary, the Specialty Club Member secretary shall provide the tracing information to track the location of the nominating letter. All Club Secretaries will advise the Division Secretary if no additional nominations are to be made by their Club. This will help to prevent oversight of any Clubs nominations.
 - II. The statement that all nominees have approved their nomination for office and they have made a commitment to serve if duly elected;
 - III. The statement that the nomination was made consistent with the Specialty Club Member's Constitution and By Laws;
 - IV. A copy of the Specialty Club Member's meeting minutes wherein the nomination was approved.
- D. In the event a vote of the Division Membership is required, the Division Secretary shall promptly prepare a ballot listing the qualifying nominations in a format similar to the one provided in Attachment B.

III. BALLOTS

- A. **On or before August 30th preceding the election**, the Division Secretary shall notify the Division members and Member Clubs of the nominations and the date of the election⁸. Member clubs shall be allowed **one vote**, the same as a member⁹.
 - i. The nominations shall be presented on a ballot, in alphabetical order by the last name, in a format similar to the one provided in Attachment B.
 - ii. The date of the election shall be the date of the scheduled Division Biennial Meeting. **This meeting shall be held between September 15th and November 15th of the election year**⁸.
 - iii. The notification letter shall contain the following:
 1. Transmittal letter clearly stating the date by which the Division Secretary must receive the election ballot. (see Attachment "C")

⁸ Divisional By-Laws Article IV, Section 1

⁹ BCA By-Laws Article I, Section 1

2. Membership Record/Vote Authorization (see Attachment “D”) setting forth the member’s name, address, phone number, email address (if any) and a signatory line for the member’s execution and return.
3. Election Ballot (see Attachment “B”)
4. Two envelopes; one marked **Ballot**, the other addressed for delivery to the Division Secretary and the return address on the envelope should be that of the Secretary.
5. Specific instructions directing the member to:
 - a. Provide the requested membership information and sign the Vote Authorization were indicated as evidence of their vote;
 - b. Enclose and seal the completed Election Ballot in the envelope marked Ballot;
 - c. Enclose the sealed Ballot Envelope with their Membership Record/Vote Authorization into the envelope addressed for return to the Division Secretary;
 - d. Return the envelope (and its contents) addressed to the Division Secretary no later than the date indicated by the Division Secretary for its receipt. Postage for mailing the envelope shall be paid for by the member;
- iv. Upon receipt of the return addressed envelopes the Division Secretary shall accumulate the returned envelopes and present them unopened to the Board of Governors at the biennial meeting.

IV. ELECTIONS

- A. Election Day, if required, shall be held at the Biennial Meeting between September 15th and November 15th in each odd numbered year.⁹
- B. On this day, the Division Secretary shall present the unopened returned ballots to the Board of Governors.
- C. The Board of Governors shall open the envelopes, verify the Voter Authorization against the master membership list, then open and tally the ballots.
 - i. In the event a ballot is illegible and/or incorrectly completed, it shall be set aside for subsequent review at the end of the tallying. Items that may indicate an incorrectly completed ballot would be:
 1. Too many individuals selected for offices where there are multiple candidates
 2. Write in names for ineligible candidates
 3. No signed Voter Authorization
 - ii. Once the tallying of legible and correctly completed ballots is completed, the Board of Governors will review the ballots set aside and make a final determination as to their validity.
 - iii. Those determined to be valid will be tallied; those determined to be invalid will not be tallied
- D. The nominee having the greater number of votes for the position shall be the elected nominee. If nominees have an equal number of votes for any position, the

⁹ Divisional By-Laws Article IV, Section 1
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Board of Governors shall, **no later than thirty (30) days**, choose by secret ballot, the nominee to be the elected.⁹ **It is recommended that the Board of Governors vote on the Election day.**

- i. No member shall be eligible for more than one office during each term. Division Officers and Governors shall be eligible for nomination and election to the Council.
 - ii. The term of the office shall be two (2) years.
- E. The successful nominees shall be announced upon their election and shall take office on January 1st of the following year.
- F. The master list of members voting and all ballots (valid and invalid) shall be retained by the Division Secretary until the second meeting of the Division Board of Governors of the following year.

V. ELECTION PROTEST

- A. The Council shall be the judge of the elections and returns.¹⁰
- B. Any BCA member, in good standing, may file an election protest with the Club Secretary alleging that the provisions of the BCA Constitution & By-Laws, Divisional By-Laws, Standard Operating Procedures and/or Election Guidelines have been violated in an election of Division Officers, Governors and Councilors. You must have been a BCA member, both at the time the election was conducted and also when the protest was filed. It is **strongly recommended** the person having the complaint and the Board of Governors attempt to resolve the issue before a **formal protest** is filed with the Club Secretary.
- C. Any protest and/or appeal to a Division election must be submitted in writing, within thirty (30) days of the alleged **election violation**, to the Club Secretary.
- D. The Council, or its designee, shall promptly investigate the allegations contained within the report. As part of this investigation, the Council will:
- i. Determine if the Complainant has properly followed Election Protest procedures;
 - ii. Interview Division Officers, Governors and Division Councilors and any persons directly involved in the challenged election specific to any alleged violations of personnel misconduct;
 - iii. Review provisions of the BCA's Constitution, By-Laws, SOP's and Election Guidelines against the alleged actions;
 - iv. Review election records, as necessary, such as member eligibility, notices, ballots and tally sheets;
- E. The Council will, within thirty (30) days of its receipt of an election protest, prepare a written report of investigation presenting the investigative finding for each of the Complainant's allegations. The report will provide a decision as to what further action, if any, is appropriate.
- i. Should the election protest be substantiated, the Council may determine the number of votes which may have been affected and the possible impact on election results. For example, if five ballots were not properly counted, but the winning nominee won the election by 25 votes, the Council would find that a violation occurred, but could not have affected the outcome of the election.

¹⁰ BCA Constitution Article V, Section 4
BCA National Election Guidelines – Rev. A, 06/08/09

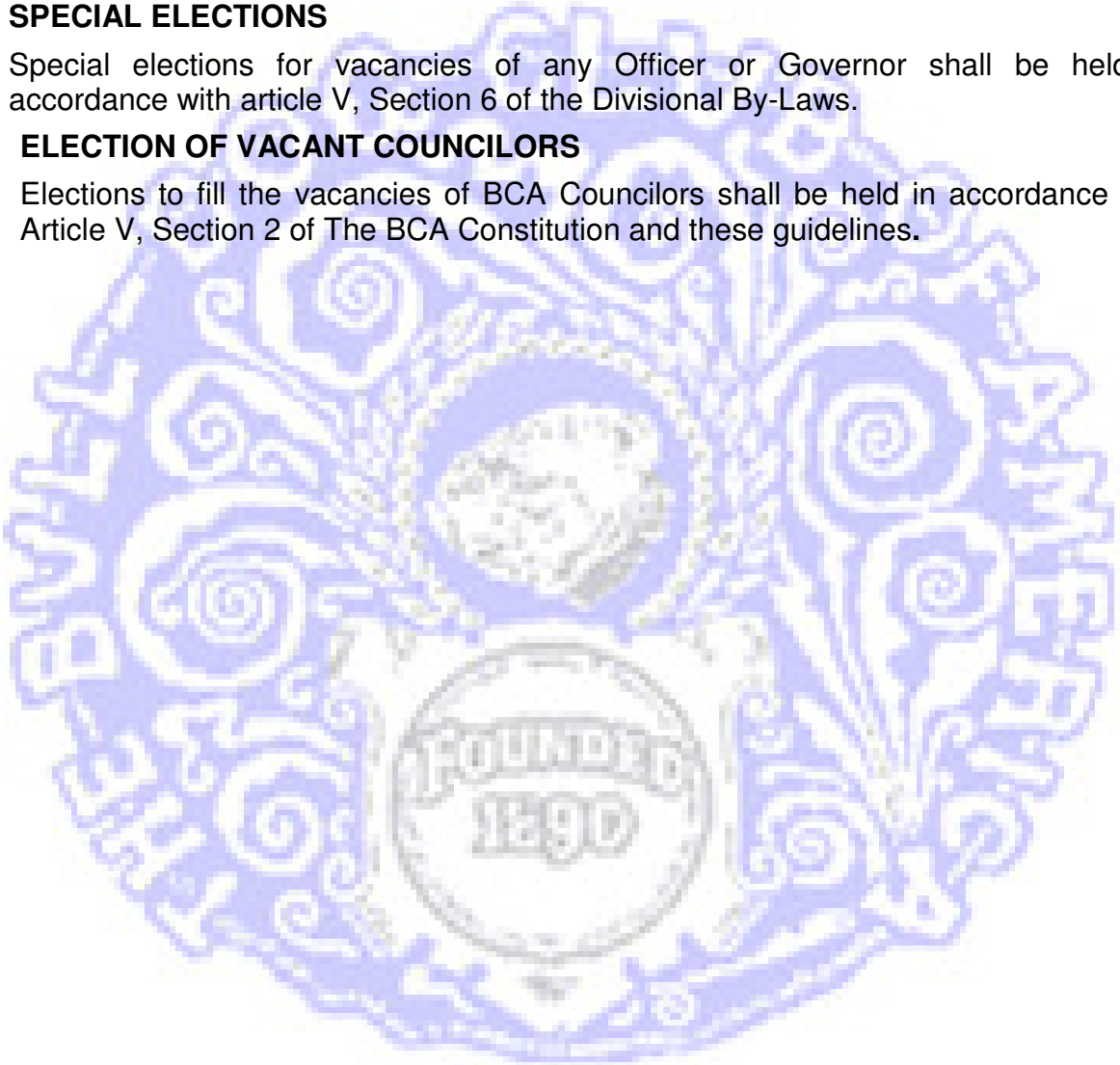
- ii. Should the Council determine, that either no violation had occurred, or a violation occurred but did not affect the election outcome, no further action will be taken and the protest will be closed.
 - iii. Should the Council determine that violations did occur which may have affected the outcome of the election. The Council may take any action necessary to correct the impact of the violation, up to and including, setting aside the election and ordering a new election under their direct supervision.
- F. Until a final decision is issued by the Council, the challenged election is presumed valid and the elected nominees remain in office.

VI. SPECIAL ELECTIONS

Special elections for vacancies of any Officer or Governor shall be held in accordance with article V, Section 6 of the Divisional By-Laws.

VII. ELECTION OF VACANT COUNCILORS

Elections to fill the vacancies of BCA Councilors shall be held in accordance with Article V, Section 2 of The BCA Constitution and these guidelines.



ATTACHMENT A
SAMPLE LETTER TO MEMBER CLUB SECRETARIES

[DIVISION LETTERHEAD STATIONARY]

[Date]

Dear Member Club:

On _____ the Board of Governors of The Bulldog Club of America, Division ____ met and nominated the below indicated individuals for the officers, board of governors, and councilors for the division.

In accordance with the provisions of Article IV, Section 1 of the B.C.A. Division By-laws of the Constitution as adopted on June 10, 2004, the biennial election of Division Officers, Board of Governors, and Councilors will be conducted by mailed ballot. IAW Article IV, Section 1, ".....The Clubs may not amend the nominations by deletion of any name, but each club may, in its discretion, make one additional nomination for each of any office."

The election of officers, board of governors and councilors shall be held on _____ at the biennial meeting of the Division to be held at _____.

If your Club wishes to make **one additional nomination per office, it must be recorded with the Division secretary by _____.**

The member Specialty Club Member shall include the following with their nomination(s):

1. The statement that all nominees have approved their nomination for office and their commitment to serve if duly elected;
2. The statement that the nominations were made consistent with the Specialty Club Member's Constitution and By Laws;
3. A copy of the Specialty Club Member's meeting minutes wherein the nomination was approved.

The Division Specialty Club Nominations, if any, and accompanying written requirements shall be returned to the Division Secretary by certified mail, or other form of mail that is traceable (i.e., UPS, FEDEX, DHL, etc.). Upon request of the Division Secretary, the Specialty Club Member secretary shall provide the tracing information to track the location of the nominating letter. All Club Secretaries will advise the Division Secretary if no additional nominations are to be made by their Club. This will help to prevent oversight of any Clubs nominations.

THE FOLLOWING INDIVIDUALS HAVE BEEN NOMINATED BY THE DIVISION BOARD OF GOVERNORS FOR THE OFFICES INDICATED BELOW

Officers

Councilors: (Considered One Office)

President: _____

Vice Pres. _____

Treasurer: _____

Secretary: _____

Governors: (Considered one office)

This is not a ballot ... The ballots will be mailed by _____. You will be notified of the date of the election and the date by which time you must return your marked ballot to the Division secretary. In accordance with Article IV, Section 1, "If there is only one candidate for each office, the secretary will be empowered to suspend the designated election procedure and to cast a single ballot without polling the entire membership."

Sincerely yours,

_____, Secretary

ATTACHMENT B

SAMPLE OFFICIAL BALLOT

**BCA DIVISION ____ BIENNIAL ELECTION
[YEARS]**

OFFICIAL BALLOT

Return Deadline: [DATE]

Place an "X" next to your choice(s).

BCA Division ____ Biennial Meeting and Election to be held _____

PRESIDENT Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

VICE PRESIDENT Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

SECRETARY Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

TREASURER Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

COUNCILORS -- CHOOSE [NO.]

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

Name 5 _____

Name 6 _____

Name 7 _____

Name 8 _____

Name 9 _____

Name 10 _____

GOVERNORS -- CHOOSE [NO.]

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

Name 5 _____

Name 6 _____

Name 7 _____

Name 8 _____

Name 9 _____

Name 10 _____

ATTACHMENT C

SAMPLE LETTER WITH MEMBERS BALLOT

[Date]

Dear Member;

Enclosed is your Division _____ Biennial Election Ballot.

In accordance with the BCA Constitution and By-Laws and the BCA Election Guidelines for conducting an election, each member shall place his/her marked ballot in the small plain envelope (marked BALLOT) provided and seal the envelope. The member will verify the information on the authorization form is correct and **LEGIBLY SIGN** where indicated on the authorization form enclosed and then place with the sealed ballot envelope in the pre-addressed envelope provided. In the case of the member club ballots, the club secretary shall print the name of the club and sign the authorization form. The secretary shall mark and place the club ballot in the small plain envelope (marked BALLOT) provided and seal the envelope. The authorization form shall then be placed with the sealed ballot envelope in the pre-addressed return envelope provided. All ballots must be returned in the pre-addressed envelope provided.

Please vote carefully as an incorrectly marked or mailed ballot will be discarded. (i.e. Too many individuals selected for offices where there are multiple candidates, write in names for ineligible candidates, no signed voter authorization form.)

The ballots must be in the hands of the secretary no later than [date]. The ballots will be opened and counted by the Division Board of Governors, or their designated representatives, at the Biennial Meeting to be held on [date and time], at [location ballots to counted at].

[Signature]

[printed name]

BCA Division ___secretary

Enclosures: Authorization form, Ballot, Small inner envelope for ballot, preaddressed return envelope

ATTACHMENT D

SAMPLE MEMBERSHIP RECORD AND VOTE AUTHORIZATION

BULLDOG CLUB OF AMERICA DIVISION []
BALLOT AUTHORIZATION FORM

I certify that I am a member in good standing of the Bulldog Club of America, Division [] as of the date indicated below and eligible to vote in the Division election.

[Name of Member]

[Address]

[Phone Number]

[email address (if available)]

Signature: _____

Date: _____

ATTACHMENT E

TIMELINES

<u>ITEM</u>	<u>TIMELINE</u>
• Determination of number of Division Councilors to be elected based upon information received from National treasurer or secretary. (Division secretary)	On or after March 31
• Nominating Committee Meeting to approve Slate of Division Officers, Governors, and Councilors - (Division Board of Governors)	April, May, and June
• Notification to Specialty Clubs of Nominating Committee's Nominees: (Division secretary)	Within 7 days of Selection (Recommended before June 15th)
• Receipt of Specialty Clubs additional nominations, if any. (Division secretary)	Min. 45 days /Not later Than August 15th
• Determination of Election Balloting Necessity. (Division secretary)	On or before August 15th
• Notification to members and Specialty Clubs of Election Date with Ballots (Division secretary)	On or before August 30th
• Receipt of Ballots (Division secretary)	Recommended fifteen to Days Prior to Election Day
• Election Day, if Required, or Board Action on Non-amended Roster (Division Board of Governors)	Between Sept. 15th – Nov.15th
• Receipt of Election Protests (Division secretary)	Within 30 days of Violation