

GERMAN TOWNSHIP FIRE-RESCUE

PROFESSIONAL VOLUNTEERS FAITHFULLY SERVING

8400 St. Wendel Road
Voice 812-963-9077

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Evansville, IN 47720
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Election Procedures

Elections for offices nominated by the Board of Directors or the Nomination committee shall take place annually in accordance with the department by-laws. These procedures are written to establish a uniform system to conduct the election process. Any member may request to see the written procedure. Where this procedure does not cover something Roberts Rules of Order shall be the reference document.

Meeting Procedures

Even Year

President – call the meeting to order.

Check with the Fire Chief to insure that non-voting members have been assigned to make emergency responses.

In the event an emergency response call is received that requires a any portion of the voting membership in attendance to respond – the annual business meeting shall be immediately be recessed by the President or Chair until the conclusion of the emergency response.

1. Designate the nominating committee as the ones who count ballots submitted for all offices.
2. Designate a Sergeant-at-Arms.
3. Secretary shall distribute an appropriate number of ballots based.
 - a. Secretary shall review the posted report on those eligible to vote and inform the President of the number of members eligible to vote at this time.
4. Inform the membership that the first order of business is to elect a Chief and Assistant Chief on separate ballots.
 - a. Inform the membership in attendance there are no nominations from the floor in accordance with the by-laws.
 - b. Inform the membership that it will take 2/3 of those members voting to override the recommendation from the Board of Directors.
 - c. Inform the membership it is a yes or no ballot vote.
5. Request the Secretary to cast any absentee ballots submitted by an eligible member.
6. Report to the membership in attendance the nomination from the Board of Directors for Fire Chief.
7. Request the Sergeant-at-Arms to secure the doors. No additional members are allowed into the room while the ballot is being conducted.
8. Members vote – ballots are collected by the nominating committee.
9. Request the Sergeant-at-Arms to unlock the doors. Anyone arriving late may now be allowed into the room. Late arriving members shall report to the Secretary.

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10. Nominating committee retires to a designated location to count the ballots.
 - a. Nominating committee informs the President of the selection.
 - b. President announces to the membership their decision.
 - c. Ballots are turned over to the Secretary who shall seal each balloted office in a separate envelope. The Secretary shall seal the ballot envelope and secure the envelope for one year.

If the nominee for Fire Chief is elected the President shall conduct the elections for the Assistant Chief in the order outlined above.



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Even Year *President turns the meeting over to the Chair of the nominating committee.*

Chair informs the membership in attendance the offices that are being voted on at this meeting.

Check with the Fire Chief to insure that non-voting members have been assigned to make emergency responses.

In the event an emergency response call is received that requires a significant portion of the membership in attendance to respond – the annual business meeting shall be immediately be recessed by the President or Chair until the conclusion of the emergency response.

1. Chair shall designate a third person to assist the nominating committee, who will count the ballots submitted for all offices voted on this day.
2. Secretary shall distribute an appropriate number of ballots based upon the projected ballots.
 - a. Secretary shall review the posted report on those eligible to vote and inform the Chair of the number of members eligible to vote at this time.
3. Inform the membership that the first order of business is to elect an At-Large member to the Board of Directors.
 - a. Inform the membership in attendance there are nominations from the floor allowed. Inform the membership that in order to nominate someone from the floor that person must be in attendance to accept the nomination or a letter signed by the nominee shall be given to the Secretary.
 - b. Inform the membership that the election is by simple majority (51%).
4. Request the Secretary to cast any absentee ballots submitted by an eligible member.
5. Inform the membership the recommendation from the nominating committee.
 - a. Ask for nominations from the floor. The Chair must ask for nominations at least three times. If there are no additional nominations from the floor the Chair shall direct the Secretary to cast one unanimous ballot.
 - b. If there are nominations from the floor record those names on a board for all members to be able to see. When additional nominations are concluded request the Sergeant-at-Arms to secure the doors.
 - c. When there are no further nominations from the floor the President shall ask for a motion to close nominations. If there are no nominations from the floor a motion is in order to request the Secretary cast one unanimous ballot for the nominee.
 - d. Inform the members of the names on the ballot and the number of people to cast a ballot. The instructions should include the direction that if a member votes for more than the allowable positions that ballot will be eliminated totally.
Example – there are three nominations but only one office – a member votes for two of the three nominees – that ballot is discarded.
6. Request the Sergeant-at-Arms to secure the doors. No additional members are allowed into the room while the ballot is being conducted.
7. Members vote – ballots are collected by the nominating committee.

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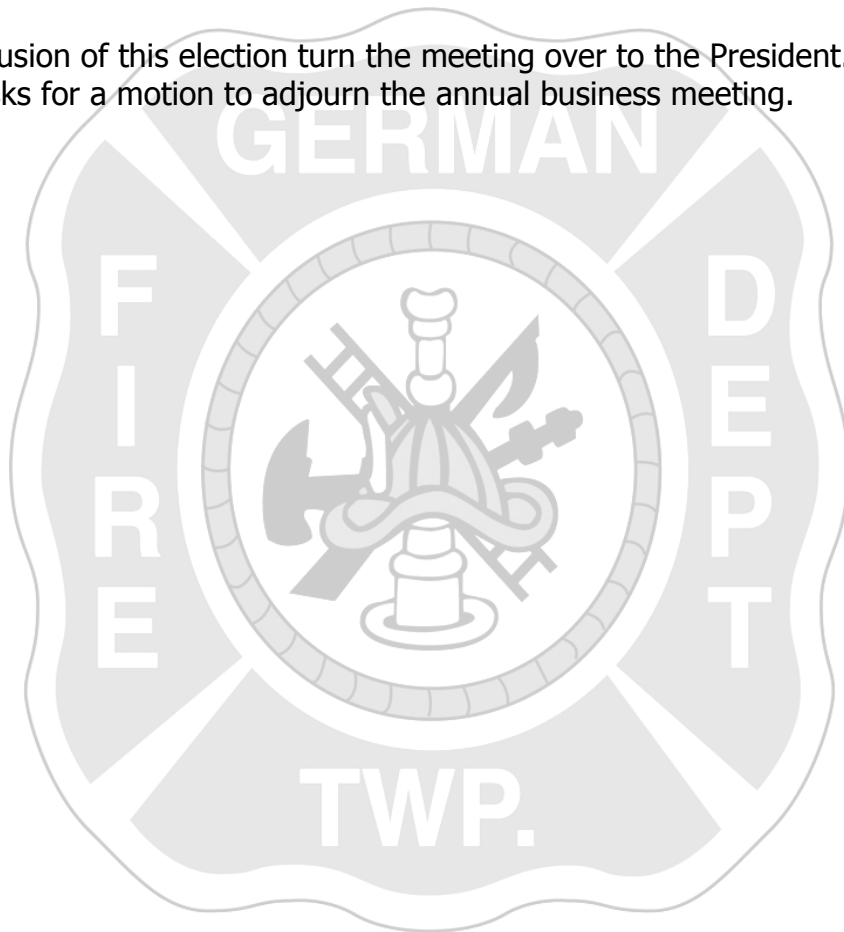
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8. Request the Sergeant-at-Arms to unlock the doors. Anyone arriving late may now be allowed into the room. Late arriving members shall report to the Secretary.
9. Nominating committee retires to a designated location to count the ballots.
 - a. Nominating committee informs the Chair of the selection.
10. Chair announces to the membership their decision.
11. Ballots are turned over to the Secretary who shall seal each balloted office in a separate office. The Secretary shall seal the ballot envelope and secure the envelope for one year.
12. At the conclusion of this election turn the meeting over to the President.
13. President asks for a motion to adjourn the annual business meeting.



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Odd Year *President calls the meeting to order and turns the meeting over to the Chair of the nominating committee.*

Check with the Fire Chief to insure that non-voting members have been assigned to make emergency responses.

In the event an emergency response call is received that requires a significant portion of the membership in attendance to respond – the annual business meeting shall be immediately be recessed by the President or Chair until the conclusion of the emergency response.

Chair informs the membership in attendance the offices that are being voted on at this meeting.

1. Chair shall designate a third person to assist the nominating committee, who will count the ballots submitted for all offices voted on this day.
2. Secretary shall distribute an appropriate number of ballots based upon the projected ballots.
 - a. Secretary shall review the posted report on those eligible to vote and inform the Chair of the number of members eligible to vote at this time.
3. Inform the membership that the order of business is to elect offices in the following order:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - i. Inform the membership in attendance there are nominations from the floor allowed. Inform the membership that in order to nominate someone from the floor that person must be in attendance to accept the nomination or a letter signed by the nominee shall be given to the Secretary.
 - ii. Inform the membership that the election is by simple majority (51%).
 - iii. Inform the membership that each office will be elected on a separate ballot.
4. Request the Secretary to cast any absentee ballots submitted by an eligible member for any of the listed offices.

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5. Inform the membership the recommendation from the nominating committee.
 - a. Ask for nominations from the floor. The Chair must ask for nominations at least three times.
 - b. If there are nominations from the floor record those names on a board for all members to be able to see. When additional nominations are concluded request the Sergeant-at-Arms to secure the doors.
 - c. When there are no further nominations from the floor the President shall ask for a motion to close nominations. If there are no nominations from the floor a motion is in order to request the Secretary cast one unanimous ballot for the nominee.
 - d. Inform the members of the names on the ballot and the number of people to cast a ballot. The instructions should include the direction that if a member votes for more than the allowable positions that ballot will be eliminated totally.
Example – there are three nominations but only one office – a member votes for two of the three nominees – that ballot is discarded.
6. Request the Sergeant-at-Arms to secure the doors. No additional members are allowed into the room while the ballot is being conducted.
7. Members vote – ballots are collected by the nominating committee.
8. Request the Sergeant-at-Arms to unlock the doors. Anyone arriving late may now be allowed into the room. Late arriving members shall report to the Secretary.
9. Nominating committee retires to a designated location to count the ballots.
 - a. Nominating committee informs the Chair of the selection.
10. Chair announces to the membership their decision.
11. Ballots are turned over to the Secretary who shall seal each balloted office in a separate office. The Secretary shall seal the ballot envelope and secure the envelope for one year.
12. At the conclusion of this election turn the meeting over to the President.
13. President asks for a motion to adjourn the annual business meeting.

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Special elections to fill a vacant office

President – call the meeting to order.

1. President informs those in attendance of the reason for a special election.
2. Select a committee of three individuals to count the ballots submitted for all offices voted on this day.
3. Designate a Sergeant-at-Arms
4. Secretary shall distribute an appropriate number of ballots based upon the projected ballots.
 - a. Secretary shall review the posted report on those eligible to vote and inform the President of the number of members eligible to vote at this time.
5. Inform the membership of the reason for the special election.
 - a. Inform the membership in attendance if nominations from the floor are in order in accordance with the by-laws.
 - i. Ask for nominations from the floor. The Chair must ask for nominations at least three times.
 - ii. If there are nominations from the floor record those names on a board for all members to be able to see. When additional nominations are concluded request the Sergeant-at-Arms to secure the doors.
 - iii. When there are no further nominations from the floor the President shall ask for a motion to close nominations. If there are no nominations from the floor a motion is in order to request the Secretary cast one unanimous ballot for the nominee.
 - iv. Inform the members of the names on the ballot and the number of people to cast a ballot. The instructions should include the direction that if a member votes for more than the allowable positions that ballot will be eliminated totally. Example – there are three nominations but only one office – a member votes for two of the three nominees – that ballot is discarded.
 - b. Inform the membership that it will take 2/3 of those members voting to override if the recommendation is from the Board of Directors.
 - c. Inform the membership if the election is by simple majority (51%).
6. Inform the membership how to cast their candidate ballot.
7. Request the Secretary to cast any absentee ballots submitted by an eligible member.
8. Report to the membership in attendance the nomination from the appropriate authority.
9. Request the Sergeant-at-Arms to secure the doors.
10. Members vote – ballots are collected by the designated committee.
11. Request the Sergeant-at-Arms to unlock the doors.
12. Vote counting committee retires to a designated location to count the ballots.
13. Vote counting committee informs the President of the selection.
14. President announces to the membership their decision.

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15. Ballots are turned over to the Secretary who shall seal each balloted office in a separate office. The Secretary shall seal the ballot envelope and secure the envelope for one year.
16. President asks for a motion to adjourn the special business meeting.



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