

SPECIAL FORCES ASSOCIATION

POLICY OR PRECEDENT

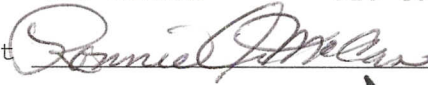
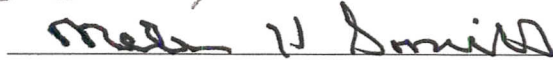
**SUBJECT:**  
National Elections Procedural Guidelines

**DATE:** 1 January 2009

POLICY NUMBER	ORIGINATING SECTION	ORIGINATOR	PHONE NUMBER
SFA-08	Assistant Treasurer	Ken Cannon	910-485-5433

**APPROVED:** Ronnie A. McCan, President

Melvin H Smith, Secretary

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1. **PURPOSE:** To establish guidelines for conducting elections for the National Board of Officers.
  2. **SCOPE:** Article VI, Officers and Chapter Representatives, Section I and II of the current Constitution defines both Association Officers and Chapter Representatives. Section III defines the duties of the Association Officers and the requirement for the establishment of both the Teller Committee and Nominating Committee. Article VIII, Section I defines the conduct and timelines for both Teller and Nominating Committee.
  3. **GENERAL:** The following procedures/guidelines and timelines for the election process has been defined by the National Board of Officers in accordance with SFA Constitution.
    - a. In August of the year prior to election year, the National President will charge the Assistant Treasurer with the task of beginning preparations for National elections.
    - b. In September, via the SFA web site, Chapter Presidents will be notified that the nominating committee will be accepting names for consideration for national office positions. A cutoff date will be established as to when the committee can no longer accept nominations.
    - c. The Assistant Treasurer will ask for volunteers, via SFA web site, to form the nominating committee. The nominating committee will consist of 5 personnel: the Assistant Treasurer and four personnel who are not office holders. The nominating committee will establish a list of candidates for each elected office. The names may come from Chapters, members at large, or petition IAW current Constitution guidelines. Names will be screened to insure candidates are fully qualified. All individuals considered for nomination must submit letter of intent and statement of availability for the position they are nominated for. (Attachment 1)
    - d. Preliminary slate will be established, announced to all voting members with instructions pertaining to nomination by petition. Nomination by petition requires 3% of the voting membership for consideration. The percentage is based on total eligible voting members as posted in the Winter Drop. Petitions will not be considered if the minimal 3% is not meet.
    - e. Final slate and ballot will be distributed to all voting members by mail. Nominating committee may send additional copies by email or over the SFA web site, in its discretion. Voting instructions will accompany all

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ballots with a specific date ballots should be returned to the Association Headquarters.

**\*\*NOTE: ALL BALLOTS MUST INCLUDE VOTERS NAME, MEMBERSHIP NUMBER, AND SIGNATURE TO BE VALID.** Alternate means of submitting ballots, such as email or fax, will be specified at the time of ballot forwarding.

f. Ballots will be published in the Spring Drop. The Nominating Committee has the responsibility to approve the ballot and insure validated candidates have a yes/no option for voting. This will include unopposed candidates. They will also establish a cut-off date for ballots to be received.

g. A Teller's Committee will be formed by the Assistant Treasurer IAW current guidelines established in the Constitution. The Assistant Treasurer will preside over the Teller committee members consisting of volunteers who do not hold office. Volunteers again will be solicited through the SFA web site. The Tellers Committee will validate election results, while protecting the identity of voters. Candidates are elected by the majority of votes cast. A tie vote will be resolved by the current Board of Officers. **\*\*NOTE: VOTES THAT DO NOT INCLUDE NAME, MEMBERSHIP NUMBER, AND SIGNATURE WILL NOT BE INCLUDED IN THE FINAL TALLY.**

h. The Assistant Treasurer will notify the President and all candidates of the outcome of the elections. The membership will be notified of the outcome of the election at the Inaugural Banquet. The results will also be published in the fall Drop.

i. The following timelines have been established for the election process for the National Board of Officers, Special Forces Association, IAW the Constitution:

(1) August - National President charges the Assistant Treasurer with initial preparations for National elections.

(2) September - Chapter Presidents are notified that names should be submitted for National Board of Officer positions. A cut-off date will be established. (Normally 31 Oct). Assistant Treasurer will ask for volunteers to serve as Nominating Committee members.

(3) November - Nominating Committee will meet and review all potential candidates for eligibility and qualifications. Preliminary slate of officers validated/prepared IAW SFA Constitution. Preliminary Slate of Officers due to Drop editor for inclusion in the Winter Drop NLT 10 November.

(4) December - Preliminary slate published in Winter Drop. Guidelines for nomination by petitions with cut-off date included.

(5) January - Nominations by Petition accepted. Cut-off date normally 31 Jan.

(6) February - Nominating Committee convenes to establish ballot. Ballot due to Drop editor for inclusion in the Spring Drop NLT 10 February.

(7) March - Ballot published in Spring Drop. Cut-off date announced for receiving ballots.

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(8) May-Jun -

(a) Teller Committee volunteers formed by the Assistant Treasurer.

(b) Ballots validated and counted.

(c) Outcome reported to the General Membership via SFA web site and general membership meeting.

(d) Elected Officers will be sworn in at the Inaugural Banquet.

(e) Officers assume duties 1 July.

4. The Policy rescinds previous guidelines for both the Nominating and Tellers Committees. Local Chapters are encouraged to utilize these procedures for Chapter elections.