

# Election Manual



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## Preface

This Election Manual is a roadmap for the important task of choosing the leadership of the International Association of Torch Club, Inc. (IATC)

Choosing enthusiastic new leaders and reappointing others who have served faithfully to serve an additional term in office provides the organization with the best opportunity to fulfill the IATC mission—to provide a setting in a variety of cities and towns for intellectual sharing and exchange of ideas.

In order to insure that the membership at large is interested and invested in this process, local Clubs are asked to nominate candidates for the position of Regional Director in their region. This Manual outlines the minimum qualifications, terms of office and what to do when there is more than one candidate advanced for a Regional Director position.

The IATC Nominating Committee supervises the ultimate selection of the persons to serve as Regional Directors and assists in the selection of the leadership of the International Board, with input from all sectors. The qualifications for Executive Committee positions are outlined in this document as well.

Questions concerning any of these procedures may be addressed to Jackie Sabogal, Executive Secretary, at 757-473-8701 or [jsabogal@torch.org](mailto:jsabogal@torch.org), who will then relay them to the appointed member of the Board of Directors.

Local Torch Clubs operate in an autonomous manner, however this structure is provided in order that everyone has a similar plan for leadership and develops a harmonious relationship between their Club and the International entity.

Wishing all a positive and enjoyable Torch experience!

### Part I – Regional Directors

Each region has a Regional Director nominated and elected by clubs in the region.

#### A. Minimum Qualifications.

The minimum qualifications for Regional Director positions are (a) held office in a club, and (b) has been a member of Torch for at least five years.

#### B. Term.

The term of Regional Director shall be two years and a person may serve as Regional Director only up to three consecutive terms, but may be reelected at a later date.

#### C. Nominations, Timeline and Voting.

Regional Directors shall be chosen in the following manner:

- 1) By October 31 preceding the convention, the Chair of the Nominating Committee of the International Association of Torch Clubs, Inc. (hereafter referred to as the Association) shall invite each club in each region with a Director whose term is expiring, or with a vacant Director position, to nominate a candidate or candidates for Director by mailing (a) a completed nomination form, (b) a candidate information sheet, and (c) a candidate statement with respect to the position, to be received in the Association headquarters no later than March 1. Nomination forms shall be mailed to the President and Secretary of each club in the regions from which Directors are to be chosen.
- 2) The nomination form shall be prepared by Association headquarters. It shall include the name of the nominee, address, telephone number(s), club, a summary of Torch activities, a statement of willingness to serve signed by the nominee, and a signed endorsement by the President or Secretary of the nominating club.
- 3) The candidate information sheet shall be of standard letter size (8 1/2"x11") and contain such information about the nominee's professional, civic, and Torch accomplishments as the nominating club chooses.
- 4) The candidate statement with respect to the position shall contain whatever information or statements the candidate wishes.
- 5) When more than one candidate is nominated in a region, the Chair shall conduct an election by mailing by March 10 a ballot and a copy of each candidate's information sheet and each candidate's statement with respect to the position to the Secretary and President of each club in the electing region.

- 6) A club may direct its President to cast a ballot for a specific candidate of its choice or it may give its President the option of making the ballot choice. Ballots shall be mailed to the Association headquarters. Votes will be counted on June 1, or the immediate succeeding business day. The candidate will be promptly notified by telephone of the results of the balloting. The ballots shall be available to any Torch member of that region, following the election. Ties shall be decided by using the following steps, in sequence, until one candidate wins: If the balloting results in a tie, then the ballots shall be recalculated giving each club one vote for each 25 members or portion thereof, so that a club with 20 members shall have one vote, a club with 26 to 50 members shall have two votes, and so on for clubs with larger memberships; the official roster of members maintained by the Executive Secretary shall be used to determine the number of votes which a club is eligible to cast. If the recalculation still results in a tie, the member with the longest membership in Torch shall be declared the winner.
- 7) If there is only one nominee for Regional Director, that nominee shall be declared elected upon the close of nominations, on March 1.

## Part II – Officers and Directors-at-Large.

The officers of the Association are designated in the Bylaws, and the number of Director-at-Large positions is determined by the Board each year. Officers and Directors-at-Large are elected by the votes received from all clubs and Association Board members. Nominations by clubs and by the Association nominating committee are as indicated below. An individual may stand for election for only one office and/or position at a time.

### A. Minimum Qualifications.

Minimum qualifications for President and President-elect are (a) held, or is currently holding, office in a club, or, served, or is currently serving, as a Regional Director, (b) was a delegate in at least one convention, and (c) has been a member of Torch for at least five years.

### B. Terms.

The term of the President and President-elect shall be two years.

The term of the Directors-at-Large shall be two years and a person may serve only up to three consecutive terms, but may be reelected at a later date.

### C. Nominations, Timeline and Voting.

#### Notification and Vacancies.

- 1) By October 31, the Board of Directors, or at its direction, the nominating committee, shall notify all clubs of all vacancies for which they are eligible to vote and to nominate candidates.
- 2) As vacancies to be filled by election occur, all Officers, except the Executive Secretary, and all Director-at-Large positions shall be elected at the time and place of each annual convention, upon nominations made as indicated below.
- 3) When the office of President becomes vacant, the President-elect shall automatically and immediately become the President without further election. In the event that the office of President-elect does not have an elected incumbent, or the President-elect is incapacitated or refuses to accede to the Presidency, the office of President shall be filled by using the same minimum qualifications and processes of nomination and/or election as for the office of President-elect.
- 4) If it should happen that the office of President becomes vacant before the term of the incumbent ends, and the office of President-elect does not have an elected incumbent, or the President-elect is incapacitated or chooses not to accede to the Presidency, then the most recent IATC Past President shall serve the balance of the term. If he or she is not able or chooses not to serve this term, the Board of Directors shall select a person to serve the balance of the President's term.

#### Nominations.

- 1) Nomination of candidates for all offices to be filled by election at the convention shall be made either (a) by clubs as described below, or, (b) by a nominating committee, which the President shall appoint at least seven months prior to the commencement of the convention, and which shall have as its chair a Past President of the Association, and to the extent practicable, shall be representative of the different regions and professions.
- 2) Two or more clubs may nominate a candidate for any office, other than Regional Director out of their Region, and the nomination must be received in Association headquarters by February 10.
- 3) For each nominee, there must be (a) an information sheet which shall contain information about the nominee's professional, civic and Torch accomplishments, (b) a statement by each nominee that he or she has given his or her consent to be placed in nomination, and (c) a candidate statement with respect to the position.

- 4) The name of every qualified candidate for an office nominated by two or more clubs with the required information sheet, consent statement, and candidate statement received by the deadline, shall appear on the ballot.
- 5) The nominating committee shall review the material submitted to assure the nominee is qualified and the required documents were received by the deadline, and, if there is any question, shall communicate with the nominators to resolve the question. If the nominating committee considers a nominee unqualified or if any of the required documents has not been received by the deadline, and the nominators disagree, the dispute can be submitted to the Board for final decision.
- 6) Inasmuch as each Director-at-Large position is created and filled only for a specific function (such as convention liaison) that can best be performed by a person with prior experience related to that function, nominations for Director-at-Large positions shall be made by the nominating committee only.
- 7) The nominating committee shall consider individuals suggested by the respective regions and by others, and shall nominate for each office or Director-at-Large position one or more person or persons, who, in the judgment of the nominating committee after thorough investigation, is/are well qualified to perform the duties of the office or Director-at-Large position and to serve and promote the best interests of the Association. The nominating committee shall report its slate of nominees to the President and Executive Secretary by February 25 with, for each nominee, (1) an information sheet which shall contain information about the nominee's professional, civic and Torch accomplishments, (2) a statement by each nominee that he or she has given his or her consent to be placed in nomination, and (3) a candidate statement with respect to the position.
- 8) By March 10, the nominating committee shall notify all clubs of all candidates, both individuals nominated by clubs and individuals nominated by the nominating committee, for vacancies for which the clubs are eligible to vote. This notification shall include for each nominee (1) information about the nominee's professional, civic and Torch accomplishments, (2) a candidate statement with respect to the position, and (3) shall identify whether each candidate was nominated by clubs or by the nominating committee, or both.

#### Voting.

- 1) By June 1, votes from clubs that are not sending delegates to the upcoming annual convention, or which wish to submit their votes in advance, are to be received at the Association headquarters. These ballots are not to be opened until the time at the convention when the Executive Secretary is to cast the valid vote for each club that sent in its vote in advance, except a ballot could be opened after it has been voided by the Executive Secretary when a delegate with proper documentation has submitted a proper declaration to cast a delegate vote instead of the club's ballot that was submitted in advance.

- 2) At the annual convention, delegates from clubs that sent in their vote in advance, but who wish to cast the vote in person at the convention, must (a) provide a letter or other document signed and dated by the official who sent in the vote of the club in advance to approve that the delegate may cast a vote for the club at the convention instead of the vote that the club sent in advance, and (b) sign a declaration to cast a delegate vote with the Executive Secretary before the election; if the club has two delegates at the convention, both delegates must sign a declaration to cast a delegate vote with the Executive Secretary, and unless both delegates sign such declaration, the vote sent in advance by the club is to be counted. For each valid, signed declaration to cast a delegate vote that is accompanied by a valid authorization by the official who submitted the club vote in advance, the Executive Secretary shall void the vote that the club sent in advance, so that each club may cast one vote for each office or Director position.
- 3) At the annual convention, at the time and place designated in advance for the election, (a) delegates cast their club's vote, (b) the Executive Secretary casts the valid vote for each club that sent in its vote in advance, and (c) each Board member may cast his or her vote.
- 4) Ties shall be decided by using the following steps, in sequence, until one candidate wins:
  - a) Step 1. A vote by delegates and Board members present and voting at that time is taken, with one vote per club;
  - b) Step 2. A vote by delegates and Board members present and voting at that time is taken, with one vote per each 25 members (i.e., 1 vote for clubs with 1-25 members, 2 votes for clubs with 26-50 members, and so on with larger memberships); the official roster of members maintained by the Executive Secretary shall be used to determine the number of votes which a club is eligible to cast.
  - c) Step 3. The members of the IATC Board of Directors present and voting at that time, decide who the winner is.
- 5) The President-elect shall be elected by a majority of all ballots cast at the annual convention, the Directors, by a plurality.

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Appendix

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