**Model Nomination & Election Rules**

**updated 2024**

**NOMINATIONS**

1. Nominations for all elective offices, which are to become vacant, shall be held annually at the last meeting in April under new business and nominations shall be closed at such meeting.
2. At that time, the President will announce that nominations for officers are now open. If the Aerie/Auxiliary has a Nominating Committee, the President will call upon that committee for their report before accepting nominations from the floor. If there is no Nominating Committee, nominations will be accepted from the floor.
3. The name of a candidate not nominated can under no circumstances be written in on a ballot.
4. No member shall be placed in nomination for any office unless he/she is in good standing in that Aerie/Auxiliary
5. The Candidate shall be present at the time such nomination is made, or, if unable to be present, has given his/her written consent to have his/her name placed in nomination for an office and must be given directly to the Secretary of the Aerie/Auxiliary prior to the President opening the nominations. The letter of acceptance then becomes a communication of the Aerie/Auxiliary. This is required even if the Nominating Committee has selected the candidate.
6. If no candidate is nominated or if only one (1) candidate has been nominated for an office and, prior to the time of election, she dies, withdraws or for any reason is unable to be such candidate, further nominations for that office, and that office only, may be made at the meeting at which the election takes place and the election for such office shall be held as part of the regular election.
7. An Auxiliary may provide in its By-Laws for a Nominating Committee, but other and additional nominations may be made from the floor.
8. A member may be nominated for more than one (1) office, but she must withdraw as a candidate for all but one (1) office prior to the closing of nominations, as no member can hold more than one (1) office at the same time.
9. An officer whose term had not yet expired may be nominated for another elective office and only if elected would she be required to resign from the office which she held prior to her election. The vacancy created by her resignation must then be filled in accordance with the provisions of Section 19.
10. The procedure and method of conducting Local Aerie/Auxiliary elections may be stated in the Local Aerie/Auxiliary By-Laws, provided they are not in conflict with the Laws of the Order or the Constitution and Statutes of the Fraternal Order of Eagles. Otherwise, Robert’s Rules of Order, Newly Revised, will apply.
11. The Local Aerie/Auxiliary By-Laws may limit the number of consecutive terms that a member may serve in an office.
12. An Aerie, through its By-Laws, may require a candidate for the office of Trustee to have served three (3) years as an officer or is a Past Worthy President.

**NOMINATIONS CONTINUED**

1. An Aerie/Auxiliary, through its By-Laws, may require a candidate for the office of Worthy/Madam President to have served two (2) years as an officer.
2. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
3. If only one (1) candidate has been nominated for an office and, prior to the time of election, he/she dies, withdraws, or for any reason is unable to be such a candidate for further nominations for that office, and that office only, may be made at the meeting at which the election takes place.
4. If there is no candidate nominated for an office(s), nominations for that (those) office(s) may be re-opened at the next meeting upon notice to the membership. Only those offices without a candidate can be re-opened.
5. After the nominations have been closed, they may not be re-opened if there are any candidates nominated for that office.
6. If there are two (2) candidates nominated for an office and one (1) withdraws prior to the election, there would be no further nominations for that office and the candidate that is left would win by acclamation, as he/she would be unopposed.

**NOMINATING COMMITTEE REPORT**

1. The Nominating Committee, before making its report, shall contact each person whom it wishes to nominate to obtain his/her acceptance of a nomination.
2. When the Nominating Committee is called upon for its report at the meeting, the chairperson rises and presents their selection for each office to be filled, naming the nominees in the order in which the offices are listed in the Constitution and Statutes Section 80.1 and Rules and Regulations Section 8.1

**AERIE AUXILIARY**

President President

Vice President Vice President

Chaplain Chaplain

Secretary (if open) Conductor (if it is an elected position)

Treasurer (if open) Secretary (if open)

Conductor Treasurer (if open)

Inside Guard Inside Guard

Outside Guard (if not abolished) Outside Guard (if not abolished)

Trustee(s) Trustee(s)

1. The Nominating Committee is automatically discharged when its report is formally presented at the meeting.

**NOMINATING COMMITTEE REPORT CONTINUED**

1. Trustee positions may only be combined if the same term length exists. Otherwise, nominations must be held separately for each term length.

**Trustees Same Term Length**

Amy Blue

Brandi Brown

Cathy Black

**Separate Term Length**

**3 Year Trustee (re-elect in 3 years)**

Amy Blue

**2 Year Trustee (re-elect in two years)**

Brandi Brown

**1 Year Trustee (elect annually)**

Cathy Black

**NOMINATIONS FROM THE FLOOR**

1. The Chair opens the nominations to the floor.
2. When the Chair has called for nominations from the floor, a member rises, waits to be recognized by the Chair and then makes a nomination.
3. No second is required, but one or more members may second a nomination to indicate endorsement.
4. A member may nominate himself/herself for an office.
5. Robert's Rules of Order state that sufficient time will be given for a member to make a nomination. In the Fraternal Order of Eagles, it has been the usual custom for the Chair to call for nominations three (3) times.
6. Example: The Chair states that nominations for the office of President are now open. After a member(s) has been nominated, the Chair would say "Are there any other nominations for the office of President"?
7. The Chair should close the nominations for each office as he/she completes them and then ask those who were nominated if they accept the nomination.
8. Once the nominations are closed, no other member can be nominated for that office. If a member is nominated for another office later in the nominations, he/she must withdraw from the previous nomination or decline the second nomination as a member can only be a candidate for one (1) office.

**NOMINATIONS FROM THE FLOOR CONTINUED**

1. The Chair repeats each nomination until all nominations for the offices have been made. Nominations are called for as they appear in the Constitution and Statutes Section 80.1 or the Rules and Regulations Section 8.1. The order of nominations is as follows:

**AERIE AUXILIARY**

President President

Vice President Vice President

Chaplain Chaplain

Secretary (if open) Conductor (if it is an elected position)

Treasurer (if open) Secretary (if open)

Conductor Treasurer (if open)

Inside Guard Inside Guard

Outside Guard (if not abolished) Outside Guard (if not abolished)

Trustee(s) Trustee(s)

**ROSTER**

1. The Aerie/Auxiliary roster is a protected document, and all members are entitled to their privacy, and it cannot be used for any commercial purposes.
2. The Aerie/Auxiliary may vote to allow all candidates to use the roster for an election and that election only
3. All candidates must be afforded the opportunity to use the roster if the **membership approves** the use of it.
4. The candidates may not take the roster from the Aerie/Auxiliary and must use it at the convenience of the Secretary.

**ELECTIONS**

1. The Aerie/Auxiliary may provide in its By-Laws for either a printed or written ballot. The balloting shall be in an open meeting; except that an Aerie/Auxiliary may, by its By-Laws, provide for the conduct of an election to be held with the polls open no earlier than 8:00 a.m. on the date of the election and close not later than one (1) hour after the time the regular meeting is called on that day.
2. The ballots should contain each of the offices that have opposition listed in the order in which they were nominated. The Aerie/Auxiliary must decide prior to nominations the order the names will appear on the ballot. It can be in the order nominated or alphabetically. Any offices that have no opposition are not required to be on the ballot.
3. The manner and conduct of holding elections, except as expressly prescribed, limited, or qualified by the Constitution & Statutes, Rules and Regulations and the By-Laws of the Aerie/Auxiliary, is one that is within the exclusive control and direction of the Aerie/Auxiliary.

**ELECTIONS CONTINUED**

1. No provision may be made for the casting of “absentee” ballots.
2. Each nominee for office shall be entitled to one (1) observer at each line of voting delegates and shall be entitled to one (1) observer at each group of Election Committee and tellers who are tallying the ballot. The observer is just that — an observer — and he/she cannot participate in the counting of the ballots. The observer may not engage in any campaigning while serving in such capacity.
3. A majority vote shall be necessary for election, except when there are more than two (2) candidates for anyone (1) office, in which instance, a plurality of all the votes cast for such office shall be elected. Where more than one (1) officer is to be elected for anyone (1) office, a ballot shall be counted if marked for one (1) or more candidates up to the number required to be elected.
4. In the event of a tie vote for any office, the result shall be settled by lot. The method of “chance” or “lot” shall be decided upon by the contestants themselves. This means that the winner must be determined by some method involving chance, such as a coin flip, drawing straws, cutting cards, etc. This should be done at a meeting where other members and officers are present to be witnesses.
5. Ballots may be numbered to ensure that the number of ballots given out equal the number of members who signed the pad to vote. The number must be removed or detached when the ballot is given to the member so there are no identifying marks, and the vote would remain a secret.
6. Membership prerogative in judging vote procedures. Unless the By-Laws provide otherwise, the membership itself is the judge of all questions arising which are incidental to the voting or the counting of the votes. In an election by ballot, for example, the Tellers shall refer to the membership for a decision on all questions on which there is any uncertainty.
7. The method of balloting is provided in Local Aerie/Auxiliary By-Laws, and this is the only procedure to be followed.
8. The ballots shall never be taken out of the Aerie Home. They shall be locked in the Aerie safe or some other locked box.
9. The ballots cannot be destroyed until such time that a motion is made on the floor of the Aerie/Auxiliary to destroy the ballots.
10. Small technical errors, like the misspelling of a word or name, do not make a vote illegal if the meaning of the ballot is clear.
11. Unintelligible ballots are treated as illegal votes or spoiled ballots
12. If a member does not vote for one (1) office on the ballot, it does not affect the rest of the ballot, and his/her vote would count for the other offices.
13. Where there are only two (2) candidates for an office, the person receiving the majority votes would be the winner.

**ELECTIONS CONTINUED**

1. Where there are three (3) or more candidates for one (1) office, the person receiving the plurality (most votes) would be the winner.
2. Where more than one (1) officer is to be elected for anyone (1) office, such as Trustee, a member may vote for one (1) or more candidates up to the number required to be elected and their vote will count.
3. If there is evidence that any ballots were cast by people not entitled to vote, and if there is any possibility that such ballots might affect the result, the entire election is null and void and a new election must be taken after proper notice to the membership of the new election.
4. There is no absentee voting. It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are present at the time of voting as defined by the Local Aerie/Auxiliary By-Laws
5. The number of ballots cast at the time of the election shall not exceed the number of ballots issued, and the number of members registered who were issued ballots. If the election results are affected, the election is null and void and a new election must be held after proper notice to the membership.

**ELECTION PROCEDURES**

1. Election of officers shall be held annually at the first meeting in May and is held in accordance with the time set by the Aerie/Auxiliary By-Laws.
2. The ballots shall be prepared in advance for distribution at the proper time.
3. The Election Committee should set up a secure place in the Aerie Home where they would not be disturbed by the noise from the bar, if possible. Campaign material — posters, signs, cards, etc. — are not permitted in the room where the election takes place.
4. The member voting shall be required to sign his/her name on a pad required to present his/her official dues receipt to the Election Committee to receive a ballot; no other evidence of membership is acceptable. The Secretary cannot vouch for such members.
5. The Election Committee shall inspect his/her official dues receipt, making certain he/she is current in their dues at the time of the election, and if so, furnish him/her with a ballot, containing the names of the candidates running for office.
6. After the polls are closed, the Tellers proceed to count the ballots in a secluded location or in another room if the meeting proceeds to other business during counting.
7. In recording the ballots cast, the Tellers ignore blanks and do not credit illegal votes to any candidate. All blanks must be ignored since members who do not wish to vote may adopt this method of concealing the fact. Only the portion of the ballots pertaining to a particular office shall be voided where that portion of the ballots is left blank or where they have voted for more than the number specified on the ballots. The vote for all other offices would count.

**ELECTION PROCEDURES CONTINUED**

1. If any member requests a recount, such a request must be made on the date of the election prior to the closing of the official business of the meeting and prior to the time that the ballots are destroyed by the direction of the Aerie/Auxiliary.

**TELLER'S INSTRUCTIONS**

1. Count ballots ignoring any blank ones.
2. Number necessary to elect, unless ordered otherwise, is a majority of the votes cast
3. Keep a tally sheet on each nominee.
4. List nominees on report in order of votes received - the one receiving the highest number first.
5. Illegal votes must be reported as such:
6. If two or more filled-out ballots are folded together they are recorded as illegal (each set being one illegal vote)
7. Unintelligible ballots are treated as illegal votes.
8. The report should be signed by all Tellers.
9. The Chairperson of the tellers, stands, addresses the chair, reads the report when called on by the President without declaring the result and then hands it to the President who will repeat the results and declare the winner.
10. The Teller's (election) report is entered in full in the minutes becoming a part of the official records of the membership.

**TELLERS REPORT**

NUMBER OF VOTES CAST

NECESSARY FOR ELECTION

(NAMES)

SPOILED BALLOTS

Date:

COMMITTEE NAMES

STATE/PROVINCE/AERIE/AUXILIARY

TELLERS

**INSTALLATION**

1. The Incoming Worthy/Madam President will designate the Installing Officers for Installation Ceremonies, which shall take place on or before the first meeting in June of each year.
2. Those officers elected to a multi-year term shall be installed **each year** with the elected officers.
3. The Installing Worthy/Madam President so named shall be a Past Worthy/Madam President or a Ten-Year Secretary of an Aerie/Auxiliary of the Order.
4. If an Aerie/Auxiliary conducts an Installation Ceremony prior to the first meeting in June, the newly installed officers shall assume their offices at the beginning of the first meeting in June, otherwise, the installation of officers will be conducted under New Business at the meeting.
5. If an officer-elect fails to present himself/herself for installation at the time fixed by reason of sickness or other good and sufficient cause, she may be installed by “proxy.” If no good cause exists, then the Aerie/Auxiliary, by vote of its members may declare the office vacant and the vacancy filled as provided by Law.

**NOTE:** *A copy of the “Model Nomination & Election Rules”: is available through the Grand Secretary’s Office that can be adopted as part of your Aerie/Auxiliary By-Laws, if approved by the membership.*