

CSHA ELECTION MANUAL

The Administrative Practices Committee is charged with conducting the election of CSHA officers at the Annual Convention. The procedures and protocols outlined below are designed to ensure that the voting process is executed in a fair, efficient and consistent manner from year to year.

A. General Procedures

1. The Administrative Practices Chair appoints an Elections Subcommittee of 3-5 persons depending upon the number of contested offices and designates one member as the Elections Chair.
2. The Ad Practices Chair introduces Elections Chair & Subcommittee to the electorate at the outset of the election.
3. The Elections Subcommittee conducts the election of CSHA officers under the supervision of the Administrative Practices Chair.

B. For Uncontested Offices

1. The Elections Chair moves to elect each individual to each office *by acclamation*.
 - This motion requires a second without discussion.
 - E.g., “I move to elect Jane Doe to the office of CSHA President by acclamation.”
(*second* from floor)
All in favor of the motion, *aye*; all opposed, *nay*
 - Assuming the *ayes* prevail, declares Jane Doe is the CSHA President for (specify year.)
2. Then proceeds in the same way to the next uncontested office.

C. For Contested Offices

1. If contested offices are known in advance of Annual Convention, then ballots of varying colors representing each contested office with the candidates’ names will be prepared by the State Office and be secured in the official locked ballot box brought to the Annual Convention. Otherwise, blank ballots of varying colors representing each contested office will be prepared in the event that nominations come from the floor.
 - The Administrative Practices Chair is charged with the security of the official locked ballot box at Annual Convention until he or she turns it over to the Elections Chair at the time of the election.
2. At the conclusion of uncontested-office voting, the Elections Chair gives the podium to the Credentials Chair who follows the protocol outlined below for casting ballots by eligible voters, i.e., registered individual members and approved Club delegates.
 - Casting of ballots is done by Area in Region order.*
 - Call for individual members to vote first.
 - Call for Club delegates to vote after individuals have finished.
 - Refer credential issues to Administrative Practices Chair for resolution.
 - Dismiss each Region’s voters at the conclusion of their balloting.

*Area order alternates from year-to-year.

3. Election Sub-Committee conducts the actual voting process.
 - One person near voting station to facilitate ballot distribution.
 - One person stationed at ballot box.

Distribution of ballots for Individual Member voting:

- One person stamps each ballot with “official seal.”
- One person hands stamped ballot to voter and maintains tally sheet of distributed ballots.

Distribution of ballots for Club Delegate voting:

- Credentials Chair gives credential to Elections Chair for discreet handling of credential ID number for each ballot.
- Election Chair writes Club’s credential ID number on ballot.
- One person stamps official seal on ballot.
- One person hands stamped ballot to voter and maintains tally sheet of distributed ballots.

4. Election Sub-Committee counts the cast ballots in a designated room.
 - Each candidate may have a representative as an observer at the counting.
 - The total number of votes for each candidate is double-checked.
 - The total number of counted ballots is reconciled with the tally of distributed ballots.
 - Ballots are placed in a sealed envelope. All materials pertaining to the election are deposited in the ballot box and turned over to the Administrative Practices Chair for safe-keeping until it is returned to State Office.
5. The Elections Chair announces the results of the election.
 - Total number of votes for each candidate is not announced.
 - Totals are given upon request.
6. Required materials for an efficient contested election process
 - Ballot box with lock and key
 - Official rubber stamp and ink pad
 - Ballpoint pens for marking ballots
 - Marking pen for Club Credential ID
 - Official Tally sheets
 - Calculators
 - Long table used for Voting Station
 - Blank ballots of 6 varied colors