

## Officer Election and Appointment Procedures

**Introduction.** The following officer positions exist within the Biggs Chapter, North San Diego County H.O.G. The description of these jobs is detailed in a separate document.

### **Elected Primary Officers:**

1. Director
2. Assistant Director
3. Secretary
4. Treasurer

### **Appointed Discretionary Officers:**

1. Activities
2. Activities Long Distance
3. Ambassador
4. Calendar Coordinator
5. Editor
6. Historian
7. LOH
8. Membership Officer
9. Military Liaison Officer
10. Photographer
11. Public Relations & Social Media
12. Volunteer Coordinator
13. Webmaster

### **Elected from current road guards:**

1. Road Captain
2. Safety Officer
3. Road Guard at Large

**Sponsoring Dealership Authority.** The sponsoring dealership has the authority to accept or modify these procedures, or the results of these procedures, in total or in part for any reason.

**Eligibility for Office.** Candidates for the office of director must have satisfactorily served as a primary or discretionary officer for at least one year. Candidates for the road guard officer positions must be current road guards. Candidates for all offices must be current members of the chapter.

**Terms and Term Limits.** The terms of all primary and discretionary officer positions will be for a period of one year, from January 1 through December 31. All positions will be open for elections or appointments each year. There are no guarantees or limits to the number of terms any member may serve in any position, though if elected twice, directors and assistant directors traditionally serve no more and no less than two terms in those offices.

**Campaign Standards.** Candidates may campaign for office provided the campaign is conducted in a friendly, positive manner. Candidates may only campaign for themselves; there are to be no "slates" or "tickets" of candidates running together. No candidate may use the chapter's or NHOG's database to obtain chapter members' contact information. No campaign may impugn the motivation, integrity or capabilities of any other candidates. Absolutely no negative campaigning will be allowed. Flyers and leaflets may not be used for campaigning.

## **Primary Officer Election Procedures.**

1. Any Biggs chapter member in good standing, except an incumbent primary officer, may nominate candidates for any of the four primary officer positions to the dealer liaison no later than the September general meeting each year. Nominations may be in the form of email, fax, or letter received prior to the September general meeting, or in person at the September general meeting.
2. All nominees accepting the nominations must confirm their acceptance by notifying the dealer liaison no later than September 15.
3. All nominees for the four primary officer positions may submit a biography no later than September 15 to the dealer liaison to be published in the following October newsletter. Biographies must be limited to no more than 300 words, and may contain a photo of the nominee. The tone of all biographies must be in keeping with the campaign standards described above.
4. The sponsoring dealership will approve or modify the slate of nominees and provide the final slate to the incumbent primary officers and the editor no later than September 25. The dealership may conduct interviews or rely on personal knowledge of the nominees in order to assist in making its decision.
5. The secretary will provide a ballot template to the editor no later than September 25. The ballot must include a provision for voters to put their names, National HOG number, and signature to identify themselves so that the ballots may be validated against a current membership list prior to being counted. The ballot must also specify the means by which voter may submit the ballot (mail, fax, email, in person, etc.) and the deadline of 7:00pm of the October meeting by which the ballots must be *received* by the dealer liaison.
6. The editor will publish the final slate of nominees, any biographies and the official ballot in the October newsletter no later than October 1.
7. Not later than 6:00pm of the of the October chapter meeting the dealer liaison or representative appointed by the dealership will select two neutral chapter members to serve as ballot custodians, and turn over to these custodians all previously submitted ballots. The two ballot custodians will, along with the membership officer, establish a ballot receiving station near the entrance to the chapter meeting. The membership officer will provide a current membership list. Between 6:00pm and 7:00pm, the ballot custodians and membership officer will validate that all previously submitted ballots were submitted by current chapter members. The ballot custodians will also receive ballots submitted in person. These can be verified as they are submitted, or may be verified at the close of balloting at 7 pm. All ballots submitted must include a name, valid NHOG number, and signature. Each chapter member may submit no more than one ballot.
8. No one running in the election may handle the ballots. If the membership officer is a candidate, he or she will research membership status via the membership report only. In this case only the ballot custodians &/or dealer representative may handle the ballots, and will read the information to the membership officer for verification.
9. During the October general meeting the dealer liaison or a representative appointed by the dealership, plus the two ballot custodians will count the ballots. Only completed, validated ballots will count.

10. Prior to the conclusion of the October general meeting, the dealer liaison will announce to the membership the results of the elections.
11. As soon as practical after the election results are presented to the membership, the dealer liaison will destroy the ballots.

### ***Discretionary Officer Appointments.***

1. The four primary officers for a given year will have the responsibility, with the sponsoring dealership's approval, to appoint the discretionary officers for that same year. Outgoing primary officers may make recommendations, but the responsibility of selecting officers rests with the primary officers of the given year.
2. The director of the given year will present the list of the prospective discretionary officers to the dealer liaison for approval prior to the November general meeting.
3. The director of the given year will present the new officers to the chapter at the November or January general meeting.

### ***Road Guard Officers.***

1. The road captain will solicit nominations for road captain, safety officer and road guard at large after the results of the primary officer elections are published.
  2. The road captain will provide the slate of candidates to the dealer liaison for approval prior to holding elections.
  3. The road captain will conduct elections prior to the November general meeting and present the results to the chapter at the November general meeting. If the incumbent road captain is running for an office that is contested by another nominee, the ballots will be handled and counted by the director.
1. As soon as practical after the election results are presented to the membership, the road captain will destroy the ballots.