

STANDARD OPERATING PROCEDURE
ELECTION of MIHA EXECUTIVE BOARD OFFICERS
Proposed 12-10-06

The Constitution of the Michigan Interscholastic Horsemanship Association (MIHA) states that "**The Executive Board members, except the State Championship Show Chairperson and Rules Chairperson are elected by the membership**", and

The Board of Directors of the MIHA has decided as a matter of standard operating procedures that this election shall take place on an annual basis, and

The Board of Directors has authorized the Executive Board to establish a Standard Operating Procedure (SOP) to hold these elections, therefore

The following will be the procedure to be followed for this election process:

The Election Committee shall post and state the list of potential candidates as prepared and compiled by the Nomination Committee.

The Election Committee shall explain the vote and the voting procedure that will follow.

Voting

The ELECTION CHAIR reads the list, and then asks, "Are there any further nominations?" Any member may now rise and, after addressing the chair, nominate any one else for the offices that are being voted on, or he may nominate one person for each office being voted on, thus proposing a new ticket. The ELECTION CHAIR announces the nominations as made, and when he thinks that no more names will be proposed, he asks, "Are there any more nominations?" If there is no response, the ELECTION CHAIR repeats the question one last time "Are there any more nominations?" If there is no response and if the by-laws prescribe that the election shall be by ballot, as they usually should, the ELECTION CHAIR appoints tellers and directs them to distribute blank ballots for each office up for vote. Each eligible member will then write the name of the candidate for whom he votes to fill that office.

These ballots are first distributed and are afterwards collected by tellers, either by being dropped into a receptacle by the members, who remain in their seats, or by the members coming to the ballot box and handing their folded ballot to a teller, who deposits it in the ballot box. It is the responsibility of the tellers to see that no member votes twice, by checking off the number of eligible voting members as determined by the Executive Board Secretary. The tellers will be responsible for determining that the number of votes collected for each district matches the "official count" for that district. The official count will be the number of eligible voters registered with the Executive Board Secretary or the number of remaining eligible voters for that district if any of those members leave before the vote is taken. The ballots should usually be folded so that if more than one is voted by

the same person the tellers will detect it in unfolding the ballot. In satisfying them that only one ballot is voted, the vote may be exposed if the ballot is not folded.

When the ballots are filled out, the ELECTION CHAIR directs the tellers to collect the ballots, which they do, in any convenient receptacle. The ELECTION CHAIR then inquires if all have voted who wish to, so as to be sure that the tellers have not missed any members. When all have voted that wish, he announces that "the polls are closed," and the tellers count the ballots.

Ballot Reporting

The names of the candidates should be arranged in order, the one receiving the highest number of legal votes being first. In reporting the number of votes cast and the number necessary for election, all votes except blanks must be counted.

In example:

Suppose the tellers find 100 ballot papers, 4 of which are blank. 1 contains two filled-out ones folded together, and 50 are cast for a person who is ineligible because of having held the office as long as permitted by the constitution: the tellers' report should be in this form:

Number of ballots cast.....	100
Number of blanks.....	4
Number of eligible votes cast.....	96
Number of eligible votes necessary for a majority election.....	49
Mr. A received.....	37
Mr. B received.....	8

Illegal Votes.

Mr. C (ineligible candidate) received.....	50
One ballot containing two for Mr. D, folded together, rejected as fraudulent.....	1

The teller first named, standing, addresses the chair, reads the report and hands it to the chairman, and takes his seat, without saying who is elected. The chairman again reads the report of the tellers and declares who is elected. In the case just given he says there is no election, stating the reason. If no one is elected, it is necessary to ballot again, and to continue balloting until there is an election (when 50% + 1 eligible votes are cast for one candidate).

The chairman should always vote in case of a ballot vote. Should the chairman fail to do so before the polls are closed, he cannot then do it without the permission of the assembly. When the tellers report, they should hand the ballots to the secretary, who should retain them until it is certain that the assembly will not order a recount which is within its power to do by a majority vote.

The ELECTION CHAIR then announces as elected all the candidates who received a majority vote, and the previous/temporary officers are immediately replaced by the permanent ones elected. If the president is elected on this first ballot he immediately takes the chair. In case any of the offices remain unfilled, the chair immediately orders the tellers to distribute blank ballots, and directs the assembly to prepare ballots for these offices. Balloting is continued until all the offices are filled. The voting is not limited to the nominees, as every member is at liberty to vote for any member who is not declared ineligible by the by-laws.

Definitions:

Abstention: If someone abstains from voting they have given up their vote. They may decide to abstain for any number of reasons. For example, someone may have a conflict of interest and the remaining members who vote should make the decision. The person with the conflict of interest should not influence the outcome of the vote in any way. Abstaining and giving up their vote no longer count them counted as an “eligible voter” for that respective vote. Abstention may be done by turning in a blank ballot or simply not turning in a ballot at all.

Quorum: A Quorum shall consist of the eligible membership present at any properly called meeting.

Voting: (This portion is copied from the MIHA Rule Book, Article V Governmental Procedures, subsection C)

The registered adult coach or person designated by the coach representing their team shall cast one vote. Votes shall be one per team.

All official decisions will, unless otherwise stated in this Constitution, be by a majority vote of the voting membership present at any properly called meeting.

Delegation of votes shall be restricted to members identified at the beginning of the meeting representing their team and logged in the meeting minutes. A registered adult coach, who is unable to attend the annual meeting, must notify the Executive Chairperson, Vice Chairperson or Recording Secretary by phone or in writing, prior to said meeting as to who will be the voting representative for said team.

Absentee Vote: According to the MIHA rulebook, absentee voting is not allowed and therefore an absentee ballot is not considered an eligible ballot. However, if an individual that is considered to be an eligible voting member can not make the meeting, he/she can designate a proxy voter to act on their behalf as stated in the above paragraph.

Proxy Voter: An individual that has been designated by the respective eligible voter (for that team) by notification to the Executive Chairperson, Vice Chairperson or Recording Secretary by phone or in writing, prior to said meeting.

Tellers: Members that are appointed by the Election Chair that will assist in distributing, collecting, and verifying the validity of the ballots cast. A member may not be eligible to be a teller if they are a nominee. If a teller is appointed by the Election Chair and becomes nominated and accepts the nomination, they should be excused from the election committee and replaced by the Election Chair.

Nominations and Elections: Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is viva voce or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the members. But in the election of the officers of a society it is more usual to have the nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they may be made from the floor. The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them. When the nominations are completed the assembly proceeds to the election, the voting being by the method listed above, unless the by-laws prescribe a method. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated.

Plurality, Majority, and Two-thirds Vote. In an election a candidate has a plurality when he has a larger vote than any other candidate; he has a majority when he has more than half the votes cast, ignoring blanks. In an assembly a plurality never elects except by virtue of a rule to that effect. A majority vote when used in these rules means a majority of the votes cast, ignoring blanks, at a legal meeting, a quorum being present. A two-thirds vote is two-thirds of the votes just described.