

2012 Election By-Law Proposal Update Version 7 May 6, 2012

Here is a list of recommendations, based on the previous USMRA election, and other organization procedures we felt were "best practices" discovered during our investigation. Verbiage highlighted in red are recommendations for actual by-law language. The key elements for the election:

1. Use of the proper By-Laws/Procedures.

Recommend that there is requirement to post new, approved by-laws on the USMRA website within _____ days of approval. The by-law committee should fill in the blank. Not sure if it should be 1 day or 30 days, but we think that it should be specified. We also thought that AWMA had a "best practice" in that they post all versions of the by-laws, in descending order by the approval date, on their website. In the spirit of transparency, all members would have access and could review previous versions.

2. An accurate membership list and member information.

According to the current by-laws, the secretary is accountable for maintaining the membership list: "It will be her/his duty to provide an up-to-date membership list to the entity administering the election of the Board of Directors" Also in the current by-laws "Only members in good standing are eligible to vote. The list of USMRA members eligible to vote shall be taken from the current list of members in the Treasurer's records and shall exclude members ineligible to vote for disciplinary or other reasons."

According to these statements, there is currently a conflict in the by-laws about the origin of the membership list

We recommend that the generation of the membership list should begin the entire nomination/election process. It is critical for determining eligibility of nominees, and for the election. The current by-laws begin the nomination process around Oct. 1. Based on the current by-laws, we would recommend the following verbiage as the first step in the nomination process in order allow time to resolve any discrepancies.

“By September 15th, the secretary shall provide a full list of USMRA members, USMRA Clubs and associated contacts, to the Nominating Committee. The member list, generated by the Secretary, should be forwarded to the Treasurer to verify that all the members on the list have paid dues. Based on input from the Treasurer, the Secretary should update the list, and provide that list to the Nominating Committee. The list should include, at a minimum, member name, member number, address, e-mail address, phone numbers, membership date, and any other information critical to administer the election, for each member. Any member who is currently under disciplinary action should be noted on the list. This list is confidential, and should not be used for any purpose other than the execution of the election by the Nominating Committee.”

3. Fair and equitable solicitation of candidates for the positions.

We think that we should use the current process of soliciting nominees by way of the clubs. In addition, we recommend the following verbiage changes:

“Between October 1 and November 1, the nominating committee shall, using fair and equitable practices, follow-up with any nominee that has not provided sufficient documentation in order for them to be eligible for the slate. The nominating Committee, using fair and equitable practices, should assure, to the best of their abilities, that there is at least one nominee for each position on the slate.”

Section 4, # 3 & # 4 should be flipped and updated to read:

3. The Nomination Committee shall eliminate any nominee from the slate who is under disciplinary action, is not a Full Member of USMRA or is not an active member of the Full Member Club from which he/she was nominated.

4. The Nominating Committee shall complete the slate no later than November 1.

4. Administration of Election

The Nomination Committee shall provide a) the approved list of USMRA members eligible to vote, and b) the approved ballot to the entity appointed to administer the election.

Here are the options that we researched for election administration and associated costs. We have written proposals for the following options from Snap Survey. Since we didn't have a budget, we didn't pursue other options and recommend using these as average or ballpark costs. The Board of Directors needs to provide a budget to the Nomination Committee that allows them to hire the appropriate resources to administer the election.

Electronic Election Administration \$1020

Paper Ballot Election Administration \$1360

USMRA Sends Ballots to be Returned to a Third Party for Tabulation \$583

Election Buddy. Electronic. Not an independent administration, but someone in USMRA could create the ballot and upload the e-mail addresses, and the system does the rest. \$19

5. A forum to voice complaints and concerns

We recommend that an election tab be established on the USMRA web site. It could be a place to post the ballot, a list of membership numbers included in the election, for electronic ballots, a notification of who will send the ballot, and FAQ's for answers to questions such as "who do I contact if I didn't receive ballot?"

If there are election improprieties, members, or the board, should use the disciplinary procedures already established. Election related grievances must be submitted no later than Dec 10th. The board of inquiry should expedite the process to the best of their ability in order to meet the election timing.

If there are formal, written, outstanding issues still being processed by the Board of Inquiry surrounding the election on December 31, the current Board of Directors should remain in place until the discrepancies are resolved.

"By the end of January, the Nominating Committee should conduct a formal, documented debrief of the nomination and election process. A documented debrief should contain highlights and lowlights: what went well, and recommendations for improvements. The debrief should be submitted to the Board of Directors, and shared with the USMRA membership."

Two additional items that we thought were best-practices, but consider secondary recommendations:

A. We recommend that In order to be a BOD nominee or vote in the election, members must have joined USMRA prior to June 1 of the election year. Because our dues are prorated, the June 1st addition for nomination and voting eligibility is to prevent someone from joining USMRA on Sept 1 just to be involved in the election process, and not renewing. Perhaps too late to establish this year, but a recommendation for the future. In addition, this would require us to establish rules around ramifications for not renewing membership by January 30. For instance, if I have been a member for years, can I pay my membership dues for a full year in July and still be eligible to vote?

B. Since the Vice President doesn't have specific duties beyond "assumes the duties of the President in the case of his/her absence or incapacitation" we recommend that the Vice President would be accountable for assuring that the Nominating Committee has all the tools required to run a successful election. The Vice President doesn't have any role in the nomination or election process. Once the Nominating Committee is established, the VP would assure that 1) the committee knows where to access the current by-laws, 2) that the committee has the debrief from the previous election, 3) facilitates the debrief after the election, documents improvements, updates FAQ's, and assures that recommended by-law changes are submitted to the board of directors/by-law committee.

In summary, The VP is accountable for making sure that the election process runs smoothly, a) the right people, b) the right training, c) the right process. The VP provides the tools and the direction. The VP does not participate in the nominating or election process.

The Nominating Committee is responsible to execute the nomination and election, accurately, based on the standards.