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Past President

Larry J. Dix
Executive Director

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MEMORANDUM

Agenda Item # 12
Date 11-23-16

TO: Chairman of County Board

FROM: Larry Dix, Executive Director

DATE: October 26, 2016

RE: Election Procedures

Enclosed you will find a document titled "Election Procedures for Voting for NACO Officers. It details the pre-election process and the election day process. Please review these election procedures carefully. Please pay close attention to item #3 of the election procedures.

Also enclosed is the Voter Confirmation form for your county. It is of utmost importance that you complete and return the voter confirmation form to the NACO Office by Friday, December 9, 2016. **Absence of the returned confirmation form will only allow the county board chair to cast the ballot in person for a county.**

In addition, I would strongly suggest that you designate an alternate just in case the county board chair or the person initially selected to cast the ballot for the county is unable to attend the business meeting.

Please return the voter confirmation form by mail, email or fax it to the NACO Office at 402-434-5673.

If you have any questions, please do not hesitate to give me a call.

Election Procedures for Voting for NACO Officers 2016 Election

Pre Election Processing

1.) A letter will be sent from the NACO Executive Director to County Board Chairs, County Clerks and the President of the NACO district (Panhandle, West Central, Central, Northeast or Southeast) that will be nominating candidates for the incoming Secretary-Treasurer position on the NACO Board informing them that their district is in the district rotation that can nominate names for the position of NACO Secretary-Treasurer.

2.) A letter will be sent out from the NACO Executive Director to each member County Board Chair 30 days prior to election indicating that as per bylaws Article II Section 2. "Each voting member shall be entitled to one-vote on each matter submitted to a vote of the members. Each vote shall be cast by the Chairman of the County Board of Commissioners or Supervisors, as the case may be, or his designee. There shall be no votes cast by proxy."

3.) A form from the NACO Executive Director will also accompany the letter, providing instructions for completion. If the Chairman of the County Board of Commissioners or Supervisors plans to be in attendance, they should identify themselves as the person casting the ballot and they should identify a designee in the event the Chairman of the County Board of Commissioners or Supervisors is unavailable to cast the ballot for their county.

This form must be returned to the NACO office by the Friday preceding the election at the annual conference. **Absence of the returned confirmation form will only allow the county board chair to cast the ballot in person for a county.**

4.) If a candidate has an intention to run for the position of NACO Secretary – Treasurer and they notify the NACO office in writing 10 days in advance of the conference, then their name will be included on a pre printed ballot. The ballot will also include a line for write in candidates and nominations from the floor.

5.) The NACO President will appoint a nominating committee to present a list of candidates and a counting committee to count the ballots during the annual business meeting.

Election Day Processing

1.) During the Business meeting, County Board Chair or designee will be asked to come forward and sign the voting register and cast the ballot.

2.) The initial ballot for officer positions will contain the current officers that will be nominated to advance to the next higher office, with a line for write-ins to be provided for any nominations from the floor.

3.) In the event that during the initial balloting, one candidate does not receive a majority of the votes (50% of eligible votes), then a second election will take place with the top 2 vote getters from the previous election advancing. In the event of a tie vote for the 2nd and 3rd positions, an election will be held to break the tie and then the top vote getter of that election will advance to run off against the initial leading candidate. The runoff elections will be conducted with an official ballot containing only 1 line for a write in candidate.

4.) The same rules apply as to who can cast a vote as in item 1.

5.) The current NACO President will preside over the election.

Voter Registration for Dodge County
December 2016 Election

County Board Chair or Person Casting Ballot for County:

Name: _____ Office: _____

Designee in the event above is unavailable to cast ballot:

Name: _____ Office: _____

Date: _____

_____
Bob Missel
Dodge County Board Chairman