

## MEMORANDUM

**TO:** Chairperson of County Board  
**FROM:** Jon Cannon, Executive Director JDC  
**DATE:** October 8, 2021  
**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 and 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 3, 2021. **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 to [peggy.brass@nebraskacounties.org](mailto:peggy.brass@nebraskacounties.org) or fax to the NACO Office at 402-434-5673.

Please let me know if you have any questions or concerns. Thank you.

## **Election Procedures for Voting for NACO Officers 2021 Election**

### **Pre-Election Process**

- 1.) An email was sent on August 5, 2021 from the NACO Executive Director to County Board Chairs, County Clerks and the President of the NACO Central District 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.) The letter enclosed in this mailing from the NACO Executive Director to each County Board Chair member 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 Chairperson 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.) The form enclosed in this mailing from the NACO Executive Director will also accompany the letter, providing instructions for completion. If the Chairperson 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 Chairperson 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.



## Voter Registration for Dodge County December 2021 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: \_\_\_\_\_

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Bob Missel  
Dodge County Board Chairman