

APFA

BOARD OF DIRECTORS MEETING

FALL BOARD OF DIRECTORS MEETING

October 15-16, 2019
Hilton Garden Inn Dallas at Hurst Conference Center
Hurst, TX

Resolution Tally Sheet

Resolution #: 4
Maker: Hillman
Second: Norvell
Date: 10/16/2019
Time: 7:12 p.m.

Resolution Name: AdHoc Election Procedures

<input checked="" type="checkbox"/> AFFECTS POLICY MANUAL: SECTION 14		
YES = Yes	ABS = Abstain	PXY = Proxy Vote
NO = No	N/A = Absent	REC = Recuse
PASS = Pass		

COMMENTS:

	B O S	C L T	D C A	D F W	L A X	L G A	M I A	O R D	P H L	P H X	R D U I	S F O	S T L	PRES — Tie- Breaker
	Milenkovic	Hazlewood	Pennel	Truan	Nikides	Norvell	Trautman	Howard	Kaswinkel	Babi	Sullivan	Toms	Martin	Bassani
YES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES: 13 NO: 0 ABSTAIN: 0 ABSENT: 0

Status: **Passed** Failed Tabled Withdrawn Show of Hands

WHEREAS, Article III, Sections 3.L(1) and (2) of the APFA Constitution authorize the Board of Directors to set policy for the APFA and to review, and if necessary, modify the APFA Policy Manual; and

WHEREAS, Section 14 National Balloting Committee (NBC) / Voting Procedures, Paragraph U Procedures for Election of Ad Hoc Members of the Executive Committee of the APFA Policy Manual is in need of amendment in order to simplify the process while maintaining transparency and gaining efficiency; and

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WHEREAS, the APFA Board of Directors seeks to eliminate procedural detail while retaining policies;

BE IT THEREFORE RESOLVED, that changes in the attached document be made to the APFA Policy Manual.

PROPOSED CHANGES TO THE APFA POLICY MANUAL
2019 APFA BOARD OF DIRECTORS CONVENTION

SECTION 14 NATIONAL BALLOTING COMMITTEE (NBC) / VOTING PROCEDURES

U. PROCEDURES FOR ELECTION OF AD HOC MEMBERS OF THE EXECUTIVE COMMITTEE

1. Preparation

- a. The NBC will prepare all the necessary election materials to conduct an election for Ad Hoc Members of the Executive Committee at an Annual or Special Convention.
- b. At least sixty (60) days prior to the Annual Convention, the NBC, on behalf of the National Secretary, shall issue a WTS to the membership via SKYWORD and/or the APFA website to advise the membership that the Delegates will elect Ad Hoc Member(s) of the Executive Committee.
- c. ~~At least seven (7) days prior to the start of the Convention, the The~~ NBC will provide the Board of Directors and the Executive Committee with a list certifying the names of the Base Presidents and Base Vice Presidents who have been elected or duly-elected to be Delegates at the Convention.
- d. ~~Only active members in good standing shall be eligible to be nominated as Ad Hoc Members. The National Treasurer shall provide the NBC with a list of active members in good standing three (3) days prior to the scheduled start of the Convention.~~
- e. No fewer than ~~three (3)~~**two (2)** members of the NBC must be present at each Annual or Special Convention of the APFA when Ad Hoc Members are to be elected.

~~(1) One (1) member of the NBC shall be designated to receive and record written proxies from Delegates.~~

~~(2) One (1) member of the NBC shall be designated to ensure that all candidates are active members in good standing.~~

2. Delegate Credentials and **Seating Proxies**

- a. **A Delegate may hold a proxy for an absent Delegate, pursuant to Article III, Section 3.J. of the APFA Constitution. The National Secretary shall record the names of the Delegates present and the names of any Delegates issuing or holding a proxy. Only those Delegates recorded by the National Secretary may participate in electing or removing the Ad Hoc Members at that Convention.**
- b. ~~At the Convention, the National Secretary may designate a member of the NBC to read the names of the Base President / Delegates (or the Base Vice President / Delegates in the absence of Base President / Delegates) who are in attendance.~~
 - (1) ~~At that time, any Delegate holding a proxy for an absent Delegate, pursuant to Article III, Section 3.J. of the APFA Constitution, shall surrender such to the designated member of the NBC for verification.~~
 - (2) **The National Secretary shall record the names of the Delegates present and the names of any Delegates issuing or holding a proxy.**
 - (3) **Only those Delegates recorded by the National Secretary may participate in electing or removing the Ad Hoc Members at that Convention.**

- ~~c. The Delegates recorded by the National Secretary shall be issued a distinctive identification (ID) badge.~~
- ~~d. A Delegate holding a proxy for another Delegate shall be issued two (2) Delegate ID badges.~~

3. Nominations

- a. The National Secretary shall ensure ~~that "Nominations Envelopes" are prepared which contain copies of all that those~~ WTSs that have been returned to the APFA ~~are available to be distributed, so as to be ready for distribution~~ to each member of the Board of Directors and Executive Committee when the Convention is first called to order.
- b. The NBC shall verify that all candidates are active members in good standing.
- c. No other WTS will be accepted by the APFA after the Convention is first called to order.
- d. During the first day of business, at the time designated on the agenda for the nominating process ~~and at any time following the initial balloting for any Ad Hoc Place~~, nominations for Ad Hoc Members may be offered by any member of the Board, in addition to those nominations received via WTS.
- e. The names of all eligible candidates, whether nominated by WTS or nominated by a Board Member, shall be listed ~~on a board or screen in large block letters~~ so as to be clearly visible to all Delegates and members of the gallery.

4. Balloting Procedures

- a. Ad Hoc "Place" on Executive Committee
 - (1) Each Ad Hoc Member shall be considered to hold a "Place" on the Executive Committee, and the nomination and balloting process for each Ad Hoc Member Place shall be conducted separately and independently from the other places.
- b. Two-Thirds (2/3) ~~Majority~~ Vote / Election
 - (1) If at any time during the balloting process provided herein for any Ad Hoc Member Place, a candidate receives a two-thirds (2/3) ~~majority~~ vote of the recorded Delegates, that individual shall be deemed elected to that Ad Hoc Member Place.
- c. Balloting Process / ~~Recorded~~ Delegates
- d. ~~Recorded~~ Delegates shall remain at the table to participate in the balloting process.
 - (a) A quorum must remain present at the table during any balloting process.
 - (b) A proxy issued from one Delegate to another during the balloting process at a Convention must be surrendered to the designated member of the NBC.
 - (c) Board members who are not ~~recorded~~ Delegates shall not remain at the table during the balloting process.
 - (d) ~~The National President and National Secretary of the APFA, or the designee of either officer, shall remain at the table during the balloting process for the purposes of chairing the Convention and recording the minutes.~~
- e. Secret Ballot Voting
 - (1) All voting will be conducted by secret ballot. Such secret ballot voting shall be conducted by the NBC in a responsible and impartial manner, ensuring that each Delegate's vote is not known to other Delegates.
 - (2) Delegates holding a proxy for an absent Delegate may cast two ballots.
 - (3) For any vote, each Delegate may vote from the list of candidates/nominees by listing only one (1) name on the ballot. If more than one (1) name is listed on the ballot, the ballot shall be void.
 - (4) The Delegate is not obligated to cast a vote but must return the ballot.
- ~~f. Secret Ballot "Voting Package"~~

- (1) For each vote, each Delegate will be given a "voting package" consisting of one (1) of a sequentially numbered group of outer envelopes, a secret ballot envelope and ballot.
- (2) Each vote will also be designated by number (a "Vote Number"), and the Vote Number will be indicated on the outer envelope and on the ballot.
- (3) Delegates holding a proxy for another Delegate shall be given two (2) voting packages.

g. Delegate Voting

- (1) For each vote, each Delegate may vote by writing the name of a candidate on the ballot containing the Vote Number.
- (2) To be considered valid, the ballot must be inserted in the blank secret ballot envelope, which must then be inserted into the numbered outer envelope.
- (3) For any vote, each Delegate may vote from the list of candidates/nominees by listing only one (1) name on the ballot. If more than one (1) name is listed on the ballot, the ballot shall be void.
- (4) For each vote, each Delegate shall be required to return a numbered outer envelope and secret ballot envelope.
- (5) The Delegate is not obligated to cast a vote but must return the ballot.
- (6) Delegates holding a proxy for another Delegate must return two (2) numbered outer envelopes and two (2) secret ballot envelopes.

h. Verification of Numbered Outer Envelopes

- (1) For each vote, the sequential numbers on the numbered outer envelopes shall be counted and verified by the NBC.
 - (a) Upon verification that all outer envelopes have been returned for the balloting, the secret ballot envelope shall be removed from the outer envelope by one (1) member of the NBC, and immediately handed to another member of the NBC to be shuffled sufficiently so as to ensure confidentiality.

f. Calling of the Vote

- (1) The NBC shall collect the ballots. Once all ballots have been collected, they shall be shuffled, and then shall be removed from the collection container and counted.
- (2) A designated member of the NBC shall, in view of the assembly, open the secret ballot envelopes and call the name(s) of the candidate(s), while another designated member of the NBC shall tally the votes on the board or screen while the votes are tallied so as to be clearly visible to all Delegates and members of the gallery.
 - (a) A third member of the NBC shall also tally the votes on a tally sheet. If there is a discrepancy between the tallies, the count shall be repeated.

ig. Announcing Results of Vote

- (1) A designated member of the NBC shall announce the results of the vote to the Convention.

kh. Run-Off Voting Procedures

- (1) If no candidate receives two-thirds (2/3) of the votes of the recorded Delegates as a result of a first vote, then all names receiving one (1) or more valid votes shall be listed on the screen or board for a second run-off vote.
- (2) If no candidate receives two-thirds (2/3) of the votes of the recorded Delegates as a result of a second vote, then all names receiving one (1) or more valid votes shall be listed on the screen or board for a third another run-off vote.
- (3) If, after a third run-off balloting, no candidate has received the required two-thirds (2/3) vote necessary to be elected as an Ad Hoc Member, a break shall be called by the National President. Following the break the Delegates may, by majority vote, determine to:
 - (a) continue to vote from among the most recent list of run-off candidates conduct

- additional run-offs, as defined in paragraph (2);** or
- (b) conduct a run-off vote from among the candidates receiving the first and second highest number of votes respectively **in the immediately prior run-off** in a fourth or subsequent vote; or
 - (c) **open nominations, and following nominations** begin the initial balloting process over, ~~in accordance with M.3.a. above,~~ from among **both** the original ~~or~~ **and** any additional nominees.
- (4) **The process selected by the Delegates in (3) above shall be used for the next three rounds of votes. Should no candidate receive a 2/3 vote, the Delegates shall return to step (3) and repeat this process following every three rounds of run-off votes.**