

NAMI Maryland Board of Directors – Annual Election Timeline and Annual Meeting Instructions

rev. 5, Board Approved 7/15/14

Reference – Bylaws (revised 06-14-2012):

Article III – Membership, Section 1 (1) (b) – Voting Rights

Article V – Membership Meetings, Section 1 – Annual Meetings

Article VI – Board of Directors, Section 4 – Nominations and Elections

Here is a basic timeline for the Annual Election Process based on the By-laws:

1. At least 9 months prior to the Annual meeting: President appoints the Nominating Committee.
2. At least 90 days prior to the Annual meeting: members submit nominations to Nominating Committee chair
3. Nominating Committee interviews candidates and prepares slate, including nominations from I/FM.
4. At least 45 days prior to the Annual meeting: resolutions submitted in writing to the Bylaws and Resolutions Committee.
5. At least six weeks prior to the Annual Meeting: written notice of the meeting, proxy forms and biographies prepared and distributed to Affiliates.
6. At least four weeks prior to the Annual Meeting: affiliates distribute proxy ballots and biographies to their members.
7. Proxy forms received in the NAMI Maryland office prior to the Annual meeting.
8. Annual Meeting
9. Announcement of bylaw voting and election results
10. Board meeting to elect officers.

Process At the Annual Meeting:

Check-In by NAMI Maryland Staff and Volunteers

1. Each verified member or person representing a verified membership will receive a single regular ballot. One ballot per membership not per family member. Each ballot shall be uniquely numbered.
2. Each unverified member or person representing an unverified membership will receive a single provisional ballot. Each provisional ballot will be uniquely numbered. Provisional ballots will have a stapled sheet with the member's information attached. This will allow for verification later. (Provisional ballots will be in a different color.)
3. There will be 2 special ballot forms called PROXY HOLDER BALLOT and PROXY HOLDER PROVISIONAL BALLOT, in different colors. Each proxy holder will receive a PROXY HOLDER BALLOT for voting for those individuals whose memberships have been verified. All verified Proxies will be stapled behind the PROXY HOLDER BALLOT.

4. Each proxy holder will receive a PROXY HOLDER PROVISIONAL BALLOT for voting for all those individuals whose memberships have not been verified by 30 minutes after the start of the meeting. All unverified proxies will be attached by staple behind the PROXY HOLDER PROVISIONAL BALLOT. These proxies will be verified at a later date.
5. The membership standing of individuals who convey Proxies via proxy forms received in NAMI Maryland's office before close of day the last business day before the Annual Meeting will be verified before the Annual Meeting. Proxies conveyed by proxy forms received at the Annual Meeting will be verified at the meeting if time allows.
6. Individuals who have been designated five or more proxies before the date of the meeting will have an envelope at registration to hold proxies assigned to them before voting. Additional envelopes will be available for proxy holders who bring proxies to the meeting. A label attached to the envelope will be marked by staff with the proxy holder's name, their affiliate, the initials of the staff member who verified the proxy holder's membership status, the number of verified proxies, and the number of provisional proxies. Envelopes will be given to the proxy holder for casting votes. The envelopes and labels should be retained for records after the ballots have been cast, though the ballots will not be with said envelopes.

President, NAMI Maryland Board of Directors

1. Introduce the Nominating Committee Chair who will present the slate of nominee.
2. Ask if there are any nominations from the floor and request biographies for these individuals. The President will ask the staff to verify the membership of the floor nominated candidate. If the membership of a floor nomination cannot be verified as current, it will be withdrawn. No speeches will be made by any candidates.
3. Introduce any bylaw changes and resolutions to be voted on.
4. Instruct members to vote and fold their ballots in half for privacy.
5. Collect the final teller report from the appointed Teller's Committee and independent auditor (if appropriate) and report to the membership within 10 days after the annual meeting to allow for counting and provisional voting verification.

NAMI Members

1. Vote for up to six candidates only. Only one vote is permitted per candidate. Ballots with votes for more than six candidates will be invalidated and NOT counted.
2. Only candidates with checks or other distinct marks next to their names will be counted, including write-in votes.
3. For proxy holder ballots and proxy holder provisional ballots, check or mark the candidates for whom you are casting proxy votes. The total indicated at the top of the ballot is the number of votes that will be counted for each candidate marked.
4. Provisional ballots will be provided to members whose membership status cannot be verified at the annual meeting.

Tellers

1. After the voting period has ended, the three members of the Teller's Committee will collect all of the ballots.
2. Separate single regular ballots, provisional ballots, proxy holder ballots, and proxy holder provisional ballots into separate groups, put them into separate boxes, and seal the boxes.
3. The Teller's Committee or a designated independent auditor (who will report to the Teller's Committee and President) will then follow the steps below or a reasonable substitute.
4. Two tellers should keep tally sheets. The head teller will take each ballot and read the results from that ballot to the other two tellers who will tally the results.
5. Starting with the single ballots, note which candidates received votes. When all single ballots are counted, the tellers should confer to make sure their counts match. Recount the ballots if necessary and then seal the ballots in the large envelope marked REGULAR BALLOTS with the head teller's signature across the seal after the head teller marks the Board_of_Directors_Election_Teller_Final_Report.doc.
6. Next, process the proxy holder ballots. Note the number of votes for each candidate. When all proxy ballots are counted, the tellers should confer to make sure their counts match. Recount the ballots if necessary and then seal the ballots in the large envelope marked PROXY HOLDER BALLOTS with the head teller's signature across the seal after the head teller marks the Board_of_Directors_Election_Teller_Final_Report.doc.
7. Next, process the provisional ballots and proxy holder provisional ballots. Note the number of votes for each candidate. Hand the ballot to the next teller. When all provisional ballots are counted, the tellers should confer to make sure their counts match. Recount the ballots if necessary.
 - a. If provisional ballots would impact the results, those ballots must be verified within 10 days of the annual meeting.
 - b. If provisional ballots would not impact the results, store the ballots in the large envelope marked PROVISIONAL BALLOTS with the head teller's signature across the seal after the head teller marks the Board_of_Directors_Election_Teller_Final_Report.doc
8. The head teller then puts all the counts into the Board_of_Directors_Election_Teller_Final_Report.doc
 - a. Provisional ballots must be added to the report by the head teller after verification by the staff.
9. The Teller's Committee and the independent auditor (if appropriate) provide the final report to the President within 10 days of the election for announcement to the membership.