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**ARIZONA STATE COUNCIL**  
**VIETNAM VETERANS OF AMERICA, INC**

**BYLAWS**

**ADOPTED AT STATE COUNCIL MEETING**

**ON**

**January 29, 2000**

**This revision replaces any and all  
versions prior to the date above**

**ARIZONA STATE COUNCIL**

**BYLAWS**

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**ARIZONA STATE COUNCIL  
BYLAWS**

The Articles established in these bylaws are based on the Constitution, provisions, rules, regulations, principles and purposes of the Vietnam Veterans of America, inc.; and,

Arizona Revised Statute, Title 10,

Chapter 22- Nonprofit Corporations;

Chapter 24- General Provisions - Nonprofit Corporations;

Chapter 26 - Purposes and Powers - Nonprofit Corporations;

Chapter 30 - Members' Meetings and Voting - Nonprofit Corporations; and

Chapter 31 - Directors and Officers - nonprofit Corporations.

**ARTICLE 1 -- DEFINITIONS**

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3 A. "Act of the board of directors" means an act of the majority of the directors present at a  
4 meeting at which a quorum is present, unless the act of a greater number is required by the articles of  
5 incorporation or these bylaws.  
6

7 B. "Act of the members" means an act adopted or rejected by a majority of the votes entitled to  
8 be cast by the class of members at a meeting at which a quorum is present, unless a greater number of  
9 votes is required by the articles of incorporation or these bylaws.  
10

11 C. "Board of Directors" means the group of persons vested with the management of the  
12 affairs of the State Council. The officers of the corporation are members of the  
13 Board of Directors and the President of the corporation is the "Chairman" of the Board of  
14 Directors. The State Council Associate member liaison shall be a non-voting member of the  
15 Board of Directors.  
16

17 D. "Bylaws" means the code of rules adopted for the regulation or management of the affairs of  
18 the corporation irrespective of the name by which those rules are designated.  
19

20 E. "Conducting affairs" means performing an act or doing anything which, if performed or done  
21 by a corporation for profit, would constitute transacting business under the laws of this state.  
22

23 F. "Council" means an assembly or meeting for consultation, advice, or discussion; a governing  
24 body of delegates from local units of an organization.  
25

26 G "Member" means any person having membership rights in a corporation in accordance with  
27 its articles of incorporation or bylaws. For purposes of these bylaws, "member" means each Vietnam  
28 Veterans of America Chapter within the State of Arizona is a member of the Vietnam Veterans of  
29 America Arizona State Council.  
30

31 H. "President" means that officer designated as the president in the articles of incorporation or  
32 bylaws to perform the functions of the chief executive officer of the State Council.  
33

34 I. "Secretary" means that officer designated as the secretary in the articles of incorporation or  
35 bylaws to perform the functions of secretary of the State Council.  
36

37 J. "State Council" means a body of Vietnam Veterans of America Chapters incorporated in the  
38 State of Arizona, who have come together as a "council" to promote the common good of all Vietnam  
39 Veterans of America Chapters in the State of Arizona. The State Council consists of the Officers,  
40 Directors and Delegates to the State Council.  
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42 K. "Treasurer" means that officer designated as the treasurer in the articles of incorporation,  
43 bylaws, or otherwise, to perform the functions of treasurer of the State Council.  
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L. "Vice-President" means that officer designated as the vice-president in the articles of incorporation or bylaws to perform the duties of president upon the president's death, absence, resignation or inability to perform the duties of the office of president of the State Council.

M. "Voting member of the State Council" shall mean the Officers, Directors, the delegates from the Vietnam Veterans of America, Inc. Chapters and the delegate-at-large.

**ARTICLE 2 -- OFFICES**

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4           A. The Vietnam Veterans of America, Arizona State Council, hereinafter called the State  
5 Council, shall maintain an office within the State of Arizona, at a location determined by the Officers,  
6 Directors, and Vietnam Veterans of America Chapter Delegates.  
7

8           B. The State Council shall have and continuously maintain in the State of Arizona, a registered  
9 office and a registered agent whose office is identical with such a registered office as required by the  
10 Arizona Nonprofit Corporation Act, Arizona Revised Statute, Title 10, Chapter 5  
11 - Office and Agent. The address of such office and registered agent may be changed from time to time by  
12 the Officers, Directors, and Chapter Delegates of the State Council.  
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**ARTICLE 3 -- PURPOSES**

The purposes of the State Council are:

A. To help foster, encourage, and promote the improvement of the condition of the Vietnam veteran.

B. To promote the physical and cultural improvement, growth and development, self-respect, self-confidence, and usefulness of Vietnam veterans and their families.

C. To eliminate discrimination suffered by Vietnam veterans and to develop channels of communication that will assist Vietnam veterans to maximize self-realization and enrichment of their lives and enhance life fulfilment.

D. To study, on a non-partisan basis, proposed legislation, rules, or regulations introduced in the State, or local legislation or administrative body which may affect the social, economic, educational, or physical welfare of the Vietnam veteran or others, and to develop public policy proposals designed to improve others, and to develop public policy proposals designed to improve the quality of life of the Vietnam era veteran and others especially in the areas of employment, education, training and health.

E. To conduct and publish research, on a non-partisan basis, pertaining to the relationship between the Vietnam veteran and Arizona society, the Vietnam War Experience, and other matters which affect the social, economic, educational, or physical welfare of the Vietnam veteran or others.

F. To assist disabled and needy war veterans including, but not limited to Vietnam veterans and their dependents, and to the widows and orphans of deceased veterans.

G. To assist in the development of local Vietnam Veterans of America Chapters, their officers, boards of directors, and members, by providing guidance and information regarding the corporation and its goals and objectives.

H. To promote and enforce the principles and policies of the Vietnam Veterans of America, Inc., herein after called the Corporation, as set forth in the Constitution and the rules and resolutions and the Code of Disciplinary Procedures of the Corporation.

**ARTICLE 4 -- MEMBERSHIP**

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3       A. Each Vietnam Veterans of America Chapter within the State of Arizona shall be represented  
4 on the State Council by one (1) Director, and two (2) delegates.

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6       B. Each Chapter-in-forming within the State of Arizona shall be represented on the State  
7 Council by two (2) non-voting delegates. When the Chapter receives a Chapter number from Vietnam  
8 Veterans of America National, they shall be represented on the State Council by one (1) Director and two  
9 (2) voting delegates.

10  
11       C. The at-large membership shall be entitled to one delegate to represent the at-large  
12 membership from the State of Arizona. The at-large delegate shall be elected by the delegates to the State  
13 Council at the bi-annual State Council election meeting. The at-large delegate shall not be a member of  
14 the Board of Directors.

15  
16       D. Each Vietnam Veterans of America Chapter shall elect two (2) delegates and two (2)  
17 Alternate Delegates to the State Council. The Delegates shall represent the Chapter on all matters to  
18 come before the Council. Delegates shall serve for two years concurrently with elected State Council  
19 Officers or as dictated by their respective Chapter. Each Vietnam Veterans of America Chapter shall  
20 notify the State Council Secretary in writing, after the annual Chapter elections, the results of the Chapter  
21 elections.

22  
23       E. Delegates must be registered with the State Council Secretary as soon as the chapter  
24 elections take place. This is to include names, addresses, telephone numbers (as they are able to provide),  
25 home and business) and membership number. If the State Council Secretary is not notified, the delegates  
26 will not be allowed to vote for officers or directors at the special meeting in which the State Council  
27 elections take place.

28  
29       F. Vietnam Veterans of America Chapters shall be responsible for ensuring the attendance of at  
30 least one (1) delegate at not less than one half of all of the meetings of the State Council annually. If a  
31 Vietnam Veterans of America Chapter fails to have a delegate attend at least half the annual State  
32 Council meetings, this may be sufficient grounds for disciplinary action against a Chapter, in accordance  
33 with the provisions of the Constitution and the Code of Disciplinary Procedure adopted by the  
34 Corporation.



**ARTICLE 5 -- OFFICERS**

A. The delegates to the State Council shall elect from the individual Vietnam Veterans of America membership within Arizona, a President, a Vice President(s), a Secretary, a Treasurer, and such other Officers as may be deemed necessary or proper by the State Council.

B. To qualify for election or appointment (in the event of a vacancy as provided in paragraph C of this Section) to any of these offices a candidate must have been an individual member of the Corporation, in good standing, for a continuous period of:

(1) not less than the twelve months immediately preceding the State Council meeting which such candidate seeks election; or

(2) in the event of appointment for the purposes of filling a vacancy, not less than twelve months immediately prior to the date of such appointment;

and such candidate must have held a position as an officer at the Vietnam Veterans of America State or Chapter level (or the equivalent office in another veterans organization), during any continuous period of twelve months prior to the date of the State Council meeting at which such candidate seeks election or in the event of appointment for the purposes of filling a vacancy, during any continuous period of twelve months prior to the date of such appointment. Election of Officers of the State Council shall, upon nomination, be by a vote at a meeting of the Council to be held in June of each even numbered year. Officers shall serve for a term of two (2) years or until the seat held by such Officer shall be deemed vacant pursuant to the provisions of these bylaws (also see General Provisions Article I 2.C).

C. Except as provided in paragraph B of Article 5 of these bylaws, a vacancy in any Office because of death, resignation, removal, disqualification, or refusal-to-act, shall be filled by the remaining Officers, subject to the approval of the delegates to the State Council, for the unexpired portion of the term.

The first order of business at the State Council meeting immediately following such an event shall be the election of an individual member to fill the office so vacated.

**ARTICLE 6 -- BOARD OF DIRECTORS**

A. The delegates to the State Council shall elect from the individual membership within Arizona, a Membership Director, one (1) Director from each Vietnam Veterans of America Chapter in the State of Arizona, and such other positions as may deemed necessary or proper by the State Council.

B. To qualify for election or appointment (in the event of a vacancy as provided in paragraph C of this Section) to any of these offices a candidate must have been an individual member of the Corporation, in good standing, for a continuous period of:

(1) not less than the twelve months immediately preceding the State Council meeting which such candidate seeks election, or:

(2) in the event of appointment for the purposes of filling a vacancy, not less than twelve months immediately prior to the date of such appointment.

Election of Directors of the State Council shall, upon nomination, be by a vote at a meeting of the Council to be held in June of each even numbered year. Directors shall serve for a term of two (2) years or until the seat held by such Director shall be deemed vacant pursuant to the provisions of these bylaws (also see General Provisions Section 12.C).

C. A vacancy of any Director because of death, resignation, removal, disqualification, or refusal-to-act, shall be filled by the delegates to the State Council for the unexpired portion of the term.

The first order of business (following the replacement of an Officer, if required) at the State Council meeting immediately following such an event shall be the election of an individual member to fill the vacancy on the Board of Directors.

D. The Board of Directors of the Corporation shall consist of the duly elected Directors. The Board of Directors of the Corporation shall consist of the elected officers of the State Council along with the Directors. The President of the State Council shall be the Chairman of the Board of Directors.

**ARTICLE 7 -- DUTIES OF OFFICERS**

A. The president shall attend all meetings and shall be the principle Executive Officer of the State Council, shall appoint the chairpersons of all committees, subject to the approval of the voting members of the State Council. He or she shall be the formal representative of the State Council to the Corporation on all matters. The President shall execute all instruments or documents authorized by the voting members of the State Council, except where other persons have been expressly delegated that authority by the State Council, the Constitution, or by the Board of Directors of the corporation. The President shall also review all fund-raising proposals which require the approval of the Board of Directors of the Corporation, as set forth in Article IV of the Constitution, and make a recommendation as to approval to the Chapter and the Corporation, within fifteen (15) days of receipt of a completed proposal. The President shall have the authority to assure that all Chapters and the State Council are in compliance with all governmental statutes, rules and regulations.

B. The Vice President's attend all meetings of the State Council, shall assist the President and perform the duties of the President in the event of his or her inability or refusal to act, and shall perform such other duties as the State Council may determine from time to time. In the event of the death, removal, or resignation or refusal-to-act, the First Vice President shall assume the position of the President for the remainder of the vacated term.

C. The Secretary shall attend all meetings of the State Council and shall be custodian of the minutes, correspondence, and other documents relating to the business of the State Council. The Secretary shall record the minutes of the regular and special meetings of the State Council and shall provide each Chapter in the state with a copy thereof within a reasonable time after such meetings.

D. The Treasurer shall attend all meetings of the State Council and shall collect, receive, deposit, and disburse the funds of the State Council as directed by the State Council, and shall render financial statements and reports as may be requested by the State Council or the Corporation, and shall perform such other duties as the State Council shall assign from time to time.

E. An Officer who cannot attend a meeting of the State Council shall notify the State Council President prior to the meeting. Failure to do so will be considered an unauthorized absence. Three 3 absences during one term of office shall be justification for the State Council to declare the office vacant and to fill that vacancy according to par. C of Article 6.

F. State Council officers shall not use their position for the purpose of indicating State Council endorsement of their own or another's political candidacy. It is acceptable for a candidate to list the office or committee chair positions that the candidate held at the Chapter, State Council, Regional or National level.

G. Except as otherwise provided by law or in these bylaws, control and management of the State Council and its funds and affairs shall be vested in the State Council.

**ARTICLE 8 -- MEETINGS**

A. The State Council shall determine the schedule and the location of regular State Council meetings. The State Council shall meet not less than twice per year and notice of such regular meeting shall be given to the members of the State Council by the Secretary at least twenty (20) calendar days prior to the meeting.

B. Special meetings of the State Council may be called by the President or by petition of twenty-five (25) percent of the regular delegates to the State Council. Written notice, which includes date, time, location and purpose of the special meeting, shall be given to each member of the State Council at least ten (10) calendar days prior to any such special meeting. Notice shall be deemed to have been given upon a first-class mailing to the recipient at the address on file with the State Council. If a meeting is called by petition, a copy of the petition with the names and signatures shall be included with the mailing. The President of the Corporation may call a special meeting of the State Council when he or she deems such a meeting to be in the best interest of the Corporation.

C. A meeting shall be held in June of each even numbered year for the purpose of election of Officers as indicated in Article 4 of these bylaws.

D. The State Council Board of Directors may use phone, fax or other appropriate means to efficiently conduct urgent business of the State Council that cannot wait until the next regular meeting. In the event a full State Council decision is required, a record shall be made of such business conducted and a written copy shall be provided to each chapter within two weeks. This method shall not be used to replace regular State Council meetings.

**ARTICLE 9 -- COMMITTEES**

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7       A. The State Council shall endeavor to establish standing committees corresponding to the  
8 National Constitution: Veterans Affairs; Employment, Training and Business Opportunities; Membership  
9 Affairs; Veterans Advocacy; Public Affairs; Government Affairs; Minority Affairs; Constitution; and  
10 Finance. Other special committees may be established by the State Council President subject to the  
11 approval of the State Council. Each of the standing committees shall perform the functions ascribed to it  
12 under the current National Constitution. The President of the State Council shall appoint the Chairperson  
13 of such committees, who shall then appoint the members of said committees, subject to the approval of  
14 the State Council.

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16       B. The National Constitution of Vietnam Veterans of America, Inc. states, “After written  
17 recommendation from the Associates of Vietnam Veterans of America, Inc. in the state, the State Council  
18 shall seat a Liaison on the State Executive Committee / Board of Directors, who shall serve as a non-  
19 voting Special Advisor to the State Council Executive Committee / Board of Directors, entitled to be  
20 heard on all matters.”

21  
22       C. The President of the State Council shall appoint the Chair of the Nominating Committee six  
23 months before the June State Council Elections, subject to the approval of the State Council. The  
24 Chairman shall select at least two members to serve on the nominating committee, subject to the approval  
25 of the State Council. Associate members may serve in any capacity on the nominating committee. Any  
26 individual member within the state of Arizona may declare his candidacy for any State Council office,  
27 including members of the Nominating Committee.

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ARIZONA STATE COUNCIL BYLAWS

**ARTICLE 10 -- FINANCE**

**A. FUND RAISING**

Subject to the provisions of these bylaws, the Constitution and the rules, resolutions, and procedures of the Corporation, the State Council shall have the power to raise funds as are necessary to its operation in such a manner as the State Council deems appropriate, provided, however, that the State Council must seek to obtain written permission of each Chapter located in a geographic area where the State Council proposes to conduct a fund-raising campaign, prior to the commencement of any such activity. Chapters shall have thirty (30) days to respond favorably or unfavorably to any request for permission to conduct such a fund raising activity. Failure by a Chapter to respond to any such request within thirty (30) days shall be deemed to be a grant of permission to the State Council. Any denial of permission by a Chapter shall be subject to review by the entire State Council at its next regular meeting or at a special meeting. If a dispute arises between the State Council and the affected Chapter, it shall be resolved by a simple majority vote of the State Council.

**B. DISBURSEMENT OF FUNDS**

Disbursement of funds for the normal operation of the State Council, up to and including an amount of \$500.00 may be made without the prior approval of the Officers of the State Council. No disbursement other than travel of an amount over \$500.00 will be made without the prior approval of a majority vote of the delegates present and voting at a meeting of the State Council.

**C. TRAVEL AND BUSINESS EXPENSE**

The Board of Directors shall develop and maintain travel and business policies and procedures necessary for the efficient administration and appropriate use of funds and property of the State Council. These policies and procedures shall be made available for review by the Chapters and delegates to the State Council.

**D. FINANCIAL REPORTING**

1. The State Council Treasurer shall provide a written report of State Council financial activity to each Chapter on a quarterly basis. Such report may be provided at a regularly scheduled meeting of the State Council.

2. Each Chapter shall provide the State Council a copy of the annual financial report that they submit to the Corporation.

ARIZONA STATE COUNCIL BYLAWS

**ARTICLE 11 -- FISCAL YEAR**

The fiscal year of the State Council shall begin on the first day of March and end on the last day of February each year.

**ARTICLE 12 -- SEAL**

The State Council Secretary shall maintain a corporate seal, which shall be in the form of a circle and shall have inserted thereon the name of the Arizona State Council and the State, and the year of incorporation

**ARTICLE 13 --WAIVER OF NOTICE**

Whenever any notice is required to be given pursuant to the provision of the Articles of Incorporation or these bylaws of the State Council, or by the Constitution or rules and procedures of the Corporation, a waiver thereof in writing, signed by the person entitled to such notice, executed at any time, shall be deemed the equivalent of the giving of such notice.

**ARTICLE 14 -- GENERAL PROVISIONS**

A. The rules of order at any meeting of the State Council shall be Robert's Rules of Order, latest version.

B. These bylaws, or provisions hereof, may be altered, amended, or repealed, or new provisions added hereto, by the affirmative vote of two-thirds of the delegates present and voting at any State Council meeting, provided however, that any such proposed amendment shall be filed with the State Council and each Chapter at least sixty (60) days prior to the commencement of the State Council meeting at which such proposed amendment is to be addressed.

C. A prospective candidate for State Council office may submit a letter of intent to the State Council Nominating Committee with his/her name, address, home phone number, stating which position he/she is a candidate for, at least sixty (60) days prior to the State Council election meeting. Additionally, a prospective candidate may run for only one position. Nominations may be made from the floor during the election meeting.

There are two preliminary rules of engagement:

1. Candidates may not use the Vietnam Veterans of America National, State Council or Chapter logo, flag or letterhead in or on any campaign materials. Campaign materials are considered to be, but not limited to, buttons, brochures, pins, letters, envelopes, etc. A photo of a prospective candidate with a Vietnam Veterans of America cap or lapel pin is acceptable.

2. Candidates may not solicit or accept campaign contributions in any form from Chapters or the State Council. These contributions could be, but are not limited to, money, paper, envelopes, stamps, free

1 phone calls, etc.  
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4 ARIZONA STATE COUNCIL BYLAWS  
5 SUPPLEMENT NO.1  
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8 ARIZONA STATE COUNCIL BY-LAWS  
9

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11 RESOLUTION REGARDING WAIVING THE MEMBER FEE TO THE STATE COUNCIL  
12 FOR CHAPTER SPONSORED MEMBERS.  
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16 MEMBERSHIP: 93-01  
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20 If a Chapter pays for the annual membership dues for anyone, the portion of the dues normally paid to the  
21 State Council may be waived upon a request by the sponsoring Chapter. The Chapter must indicate the  
22 member's name and year of sponsorship to the State Council.  
23



**SUPPLEMENT NO.2**

**ARIZONA STATE COUNCIL  
NOMINATING ELECTION COMMITTEE PROCEDURES**

**QUALIFICATIONS OF OFFICERS**

A. Only individual members of Vietnam Veterans of America, Inc. in good standing are eligible to run for State Council Officer or Director. A candidate for State Council Officer or Director will have had to have been an officer or director, at the chapter level for a minimum of 12 months prior to being a candidate for the state council. A candidate may also satisfy this requirement by having been an officer, or director, in another veterans service organization.

B. Candidates will, prior to the election, submit a copy of their DD-214 and a resume which includes, as a minimum, the experience which qualifies them to run for an office at the state council level.

C. The authenticity of each candidate's qualifications will be verified by the nominating/election committee. In the event that candidates are nominated too late for their qualifications to be verified by the nominating committee, and they are elected to office, their election will be subject to the verification of their qualifications.

**NOMINATION PROCEDURES**

A. Candidates may be nominated by mail or in person.

B. Mail nominations must be sent to the nominating/election committee secretary and must be received no later than the day before the Arizona State Council elections are held. It will be the responsibility of the person making the nomination to notify the nominee that they have been nominated.

C. The nominee may verify in writing to the nominating secretary that they will accept the nomination. The written acceptance must include the position for which nominated, a copy of the nominee's DD-214, and a resume which includes the nominee's qualifying experience.

D. The candidate nominated by mail may also accept the nomination in person at the regularly scheduled state council meeting in April, or at the special election meeting of the state council in June prior to the closing of nominations. Again, a copy of the nominee's DD-214, and a resume which includes the nominee's qualifying experience must be presented prior to the election.

E. Candidates may also be nominated at the state council meeting in April, or at the special election meeting of the state council in June prior to the closing of nomination. The floor will be opened for nominations by the nominating/election committee at both of the above mentioned meetings.

ARIZONA STATE COUNCIL BYLAWS

F. Candidates not present when they are nominated may verify that they accept the nomination in writing to the nomination/election committee secretary. The written acceptance must include the position for which nominated, a copy of the nominee's DD-214, and a resume which includes the nominee's qualifying experience.

G. Candidates not present when nominated at the April meeting may also accept the nomination in person at the special election meeting of the state council in June prior to the closing of nomination. Again, a copy of the nominee's DD-214, and a resume which includes the nominee's qualifying experience must be presented prior to the election.

H. There is no limit on the number of candidates for any position.

I. Candidates may accept the nomination for only one office or position.

J. Any individual member from any Vietnam Veterans of America, Inc. Chapter in Arizona or from the Arizona at-large membership, may be nominated for any position providing they meet the qualifications necessary for that position. Qualifications for the director positions include membership in the appropriate chapter. Persons nominated for a director position must be registered with Vietnam Veterans of America, Inc., National as a member of the chapter they will represent.

**VOTING MEMBERS AND REGISTRATION OF DELEGATES.**

A. Each Vietnam Veterans of America Chapter will be allowed two (2) registered delegates who will each be entitled to one vote. Such delegates must be individual members of Vietnam Veterans of America, Inc., and active members of the chapter which they will represent.

B. The chapters will notify the State Council Secretary and the nominating/election committee secretary, in writing, of delegates elected at the chapter level to serve on the state council after the chapter elections by May 15<sup>th</sup>. This registration of delegates must include complete names, addresses, telephone numbers (both daytime and evening numbers preferred), and membership numbers.

C. Alternate delegates may be elected by the chapters to replace their delegates in the event that a delegate is unable to attend the election. Alternate delegates must meet the same qualifications and be registered in the same manner as delegates according to the paragraph above. In the event of changes in delegates, the State Council will be notified in writing within 15 working days.

D. The current at-large delegate will be entitled to one vote.

E. In the event that any delegate, or alternate delegate, is not properly registered with the state council and the nominating/election committee secretary, that delegate will not be able to vote at the special state council election meeting.

**ELECTION PROCEDURE**

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2  
3 A. Elections will be held at the Arizona State Council of Vietnam Veterans of America, Inc.  
4 special election meeting as announced by the Arizona State Council. The floor will be opened for further  
5 nominations.  
6

7 B. At this meeting all candidates, unless excused by the current state council president, must be  
8 present to accept their nomination. Prior to the election all candidates must have submitted a copy of  
9 their DD-214 and a resume which includes, as a minimum, the experience which qualifies them to run for  
10 an office at the state council level. Any candidate that has not complied with these requirements will  
11 have their candidacy voided and their name removed from the list of candidates for the election. No  
12 exceptions will be made.  
13

14 C. When all nominations have been made, seconded, and accepted, the floor will be closed for  
15 nominations. At this point all candidates will be allowed up to three (3) minutes to introduce themselves  
16 and state their qualifications and reasons for running for office.  
17

18 D. Following the candidates' presentations, non-voting persons in the room will be required to  
19 leave and the doors of the meeting room will be closed. No persons will be allowed to enter until after  
20 elections are completed and ballots counted.  
21

22 E. Identification and membership status of registered delegates will be verified by the  
23 nominating /election committee at this time.  
24

25 F. Once the identification has been verified, ballots will be distributed. After the ballots have  
26 been distributed, five minutes will be allowed for voting. Once a delegate has cast their ballot they will  
27 be required to leave the room.  
28

29 G. If all ballots have not been cast at the end of the five minute period, they will be collected as  
30 they are at the time. If a mistake is made during voting, a ballot may be voided and a new one issued by  
31 the nomination/election committee. However, once a ballot has been cast, i.e., presented to a  
32 nominating/election committee member as complete, it may not be changed or altered.  
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34 H. With the exception of the position of vice president, each registered delegate may vote for  
35 only one candidate for each position. If any ballot has chosen more than one candidate for any position  
36 other than vice president, that ballot will be considered null for that position only, and no vote will be  
37 cast for that position.  
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39 I. Ballots will be prepared so that each registered delegate can vote for the allowable number of  
40 candidates for the position of vice president. If any ballot has chosen more than the allowable number of  
41 candidates for the position of vice president, that ballot will be considered null for that position only, and  
42 no votes will be cast for Vice President.  
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44 J. The vice president positions will be filled by the candidates receiving the most votes for that  
45 position.  
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3 K. If no vote is cast on a ballot for a position, the remainder of the ballot which is properly  
4 marked will still be considered valid.  
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6 L. Votes will be counted and ballots initialed by no fewer than three members of the  
7 nominating/election committee. Any discrepancy will require a recount. A list of successful candidates  
8 will immediately be drawn up by the committee.  
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10 M. In the event of a tie for any position(s), a runoff election for only the position(s) which  
11 resulted in a tie will be held immediately. This election will follow the procedures set forth in this  
12 document for the general election.  
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14 N. When results have been tallied and agreed upon by the nominating/election committee, the  
15 doors will be reopened to all persons, the results of the election will be presented to the current state  
16 council president by the nominating committee, and then announced by the nominating committee to all  
17 in attendance.  
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19 O. At this time the meeting will be returned to the current state council president. As this will be  
20 a special meeting for the purpose of conducting the election, no other business may be acted upon.  
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