



PUERTO RICAN BAR ASSOCIATION, INC.

NOMINATING COMMITTEE'S POLICIES, MANUAL AND ELECTION GUIDELINES

LEADERSHIP BEGINS WITH THE NOMINATING COMMITTEE

***"It's the responsibility of the Nominating Committee to
present the best qualified nominees for office."***

PUERTO RICAN BAR ASSOCIATION, INC.



NOMINATING COMMITTEE'S POLICIES, MANUAL AND ELECTION GUIDELINES

TABLE OF CONTENTS

	Page
PART 1: GENERAL RULES: THE NOMINATING COMMITTEE	4
PART 2 : COMMITTEE AND MEETINGS	5
SECTION 1: FORMATION OF THE NOMINATING COMMITTEE	5
SECTION 2: SELECTING A CHAIR	6
SECTION 2.1 CHAIR CONDUCT OF BUSINESS IN A MEETING	6
SECTION 2.2 DUTIES OF CHAIR BEFORE THE MEETING	6
SECTION 2.3 DUTIES OF CHAIR DURING THE MEETING	7
SECTION 2.4 DUTIES OF CHAIR AFTER THE MEETING	8
SECTION 3: MEETINGS	8
SECTION 4: RESPONSIBILITIES & DUTIES OF THE NOMINATING COMMITTEE	9
SECTION 5: SUGGESTED QUALIFICATIONS OF CANDIDATES	10
SECTION 6: REPORT OF THE NOMINATING COMMITTEE	10
SECTION 7: DISSOLUTION OF THE NOMINATING COMMITTEE	11
SECTION 8: DO'S AND DON'TS FOR THE NOMINATING COMMITTEE	11
PART 3: CONDUCTING ELECTIONS	12
SECTION 1: NON-CONTESTED ELECTIONS	12
SECTION 2: CONTESTED ELECTIONS	13
SECTION 3: TELLERS' DUTIES	13
SECTION 4: ILLEGAL BALLOTS	14
SECTION 5: POINTS TO REMEMBER ABOUT ELECTIONS	14
PART 4: DUTIES OF OFFICERS AND DIRECTORS	14



SECTION 1:	DUTIES OF THE PRESIDENT	14
SECTION 2:	DUTIES OF THE PRESIDENT-ELECT	14
SECTION 3:	DUTIES OF THE VICE-PRESIDENT	14
SECTION 4:	DUTIES OF THE CORRESPONDING SECRETARY	15
SECTION 5:	DUTIES OF THE RECORDING SECRETARY	15
SECTION 6:	DUTIES OF THE TREASURER	16
SECTION 7:	DUTIES OF MEMBERS OF THE BOARD OF DIRECTORS	17
PART 5:	NOMINATIONS FROM THE FLOOR	17
PART 6:	RULE OF CONFIDENTIALITY	18
PART 7:	SAMPLE FORMS AND SCRIPTS	19
SECTION 1:	NOMINATION FORM	19
SECTION 2:	SAMPLE COMMITTEE REPORT	20
SECTION 3:	SCRIPT FOR NON-CONTESTED ELECTION OF OFFICERS OR DIRECTORS	21
SECTION 4:	SCRIPT FOR A CONTESTED ELECTION OF OFFICERS OR DIRECTORS	22
SECTION 5:	SAMPLE OF TELLERS' REPORT	24



BE FAIR

- The candidates of The Committee should include members who represent the social and diverse interests of the PRBA.
- All members should have an opportunity to nominate or to be nominated to serve on the committee.
- Any member placed in nomination for The Committee should possess the following skills:
 1. Demonstrated fair, ethical and impartial judgment when evaluating people or situations;
 2. Demonstrated ability to listen and ask questions; and
 3. Demonstrated ability to keep CONFIDENTIAL INFORMATION.

BE CAREFUL

- The Committee is never chosen by the President.
- The Committee is not chosen by asking for volunteers.
- The President is not a member of The Committee.
- The total number members of The Committee must be an odd number.
- The future of the PRBA is determined by the leadership qualities of the people selected by the Nominating Committee.

PART 2: COMMITTEE AND MEETINGS

The Committee is a committee prescribed by the PRBA's By-Laws. [See ARTICLE VIII, SECTION 1 (I) AND ARTICLE VIII, SECTION 4 (I)]

SECTION 1: FORMATION OF THE NOMINATING COMMITTEE

- The Committee shall be formed by the Board of Directors sixty (60) days prior to the Annual Membership Meeting. [See By-Laws, Article VIII, Section 4(I)]
- Purpose of The Committee is to review the qualifications of candidates for vacant Director and/or Officer positions. [See By-Laws, Article VIII, Section 4(I)]
- The President-Elect shall be a member of The Committee.
- If the President-Elect is unable to so participate as a member of The Committee, the Vice-President shall be a member of The Committee.
- The Committee shall consist of three additional Board of Directors.
- The Committee shall consist of three additional members in good standing.



- The Committee shall demonstrate a commitment, passion and understanding of the missions and goals of the PRBA.
- Serving on The Committee does not preclude a member from being a nominee for office.

SECTION 2: SELECTING A CHAIR

- The Committee members should meet immediately following the formation of The Committee.
- The President-Elect shall act as Chair of The Committee, unless the President-Elect declines or is unable to so act, the Vice-President shall act as Chair. If the Vice-President declines or is unable to so act, a Chair shall then be elected by the Committee.
- The President-Elect, as Chair, shall schedule the first meeting of the Committee.
- The first meeting should be held early enough to schedule as many Committee meetings necessary to complete the selection process.
- At the first meeting, set a schedule for the Posting of a Notice to Members of the available vacant officers and directors positions as well as the Nominating Committee's Policies, Manual and Election Guidelines.
- At the first meeting, the Committee shall elect the Committee chair, if the President-Elect or Vice-President are unable to serve as Chair.
- At the first meeting, set a schedule for the second and third meetings.
- At the first meeting, set a schedule for the deadline to receive the nomination forms.
- At the first meeting, set a schedule for the deadline to receive written acceptance of nominations.

SECTION 2.1: Chair Conduct of Business in a Meeting

The Chair calls to order the meeting at which a majority of the members must be present to transact business. A suggested order of business is as follows:

- Review and Distribute the PRBA by-laws and The Nominating Committee's Policies, Manual and Election Guidelines.
- Check eligibility of all candidates.
- Examine the qualifications of each nominee.

SECTION 2.2: Duties of Chair Before the Meeting

Following selection, The Committee chair:

- receives and reviews The Committee file, including the nominating committee procedures manual, if any, from the previous chair. If



possible, the transfer of this information should be handled by electronic means. This will allow immediate access to the information, reduce the amount of paper, and eliminate both the need for transporting a bulky file and the cost of shipping a heavy package;

- reports the nominating process at the Board of Directors meeting, if instructed to do so;
- provides The Committee members with appropriate rules and/or policies that prescribe the details of their duties and responsibilities, candidates' qualification forms, and endorsements;
- arranges for meeting location and facility, in accordance with organizational policies, on dates all The Committee members can attend;
- solicits suggestions of candidates for vacant offices indicating a deadline for submissions through the PRBA official publications, newsletter, website, etc.;
- prepares and sends the meeting agenda to The Committee members; and
- Keeps in touch with The Committee members periodically and emphasizes the confidential nature of The Committee's work.

SECTION 2.3: Duties of Chair During the Meeting

The Committee chair:

- conducts the business of The Committee as prescribed in the Nominating Committee's Polices, Manual and Election Guidelines;
- serves as a positive role model for The Committee by fostering a meeting climate of fair, impartial, and open discussion of candidates' qualifications;
- reiterates that all committee deliberations must remain confidential since sensitive issues may be discussed during consideration of the candidates;
- ensures that all members of The Committee are provided opportunities for participating in deliberations to select the best candidates for the PRBA by evaluating relevant qualifications;



- facilitates group discussion to accomplish the goals of The Committee and the PRBA;
- instructs The Committee regarding procedures for rating candidates' qualifications;
- ensures the voting procedures are carried out in accordance with the rules and policies, such as voting by ballot;
- contacts prospective nominees following the selection process to obtain acceptance of the nomination; and
- prepares the report of The Committee.

Section 2.4: Duties of Chair After the Meeting

The Committee Chair:

- submits the report of The Committee (list of nominees) to the Board of Directors and/or President;
- presents the report of The Committee to the President and PRBA members at the annual membership meeting; and
- maintains and turns over The Committee files to the next chair.

SECTION 3: MEETINGS

THE COMMITTEE MEMBERS MUST BRING THE FOLLOWING TO ALL MEETINGS:

1. PRBA's By-Laws.
2. Nominating Committee's Policies, Manual and Election Guidelines.
3. Paid Membership List.
4. List of vacant Officer's positions.
5. List of vacant Board of Director's positions.
6. Job Description for each vacant position.

THE FOLLOWING IS RECOMMENDED AT ALL MEETINGS:

- Meet at a location with telephone conference capabilities, if required.
- The majority of the members of The Committee must be present to conduct business.
- Distribute all nominees' nomination forms and all other materials among The Committee members.



- Check that all nominations have been timely made pursuant to the By-Laws. [See By-Laws, Article IV, Section 10(a)]
- Check eligibility of all candidates pursuant to the By-Laws. [See By-Laws, Article VII, Section 3]
- Allow sufficient time to study and discuss each candidate.
- Carefully review and examine the qualifications of each nominee.
- Matters discussed by The Committee are STRICTLY CONFIDENTIAL and no names should be revealed until they are released according to established procedures.
- The Committee meetings are only open to Committee members. Discussions must be open and honest, and above all CONFIDENTIAL.
- Only a majority of The Committee must agree on the nominees.
- Upon selection of all nominees, the nominees will be reported by the Chair to the President of the PRBA either at the subsequent held Board of Director's Meeting or Annual Membership Meeting, whichever occurs first.
- Such report by the Chair shall be by written report.

SECTION 4: RESPONSIBILITIES & DUTIES OF THE COMMITTEE

- Verify that nominees are members in Good Standing pursuant to the By-Laws.
- Notify the nominee, immediately upon nomination to fill out a nomination form and return to The Committee, together with additional supporting materials.
- Notify the nominee, immediately upon nomination, they must accept or decline the nomination in writing to the Chair of The Committee.
- It is the duty of The Committee to select the best-qualified candidate for each office to be filled.
- Check the By-Laws for the duties and qualification of each position to be filled.
- Select one nominee for each office and prepare to state why s/he is the best qualified nominee. Conduct fair, impartial and open discussion of candidates' qualifications.
- Ensure that all members of The Committee are provided the opportunity to participate in all deliberations to select the best candidates by a careful review of the eligibility requirements for each office and that each candidate meets these requirements.
- Give careful consideration to qualifications and eligibility of candidates.
- Carefully review all submitted nomination forms and materials for each candidate.
- If a member of The Committee is being considered for an office, he/she must leave the room during the discussion for the position and return after the vote is taken for the position they are interested in.



- The Committee prepares and presents a report to the President for the subsequent Board of Director’s Meeting and/or the Annual Membership Meeting listing the nominees for each office.
- At the Annual Membership Meeting the Chair reads the slate of nominees as “coming out of The Nominating Committee,” to the President by reading the report and handing the report to the President.
- Any remaining nominees, not “coming out of The Nominating Committee” may be read as such to the President.
- The Committee report should be signed by the majority of the members agreeing on the nominees.
- If The Committee is unable to secure a nominee for an office, it must report that fact to the President. Nominations from the floor shall be open and called for at that time.

SECTION 5: SUGGESTED QUALIFICATIONS OF CANDIDATES

- Member in Good Standing. [See By-Laws, Article VII, Section 3]
- Candidates for Positions of President and/or President-Elect must comply with requirements set forth in the By-Laws. [See By-Laws, Article VII, Section 3]
- Possess knowledge about the PRBA’s purpose and mission.
- Demonstrates a sense of justice and fairness.
- Demonstrates some organizational and/or volunteer work.
- Exhibits enthusiasm for the goals and objectives of the PRBA.
- Willingness to make the PRBA a high priority in his/her schedule.
- Willingness to commit time to attend meetings.
- Willingness to volunteer and participate in PRBA’s Committees.
- Willingness to submit a Nomination form. [See Part 6, Section 1 for sample form]
- Willingness to submit updated biography.
- Willingness to submit additional documents or materials, if required.
- Willingness to appear for an interview, if requested.

SECTION 6: REPORT OF THE COMMITTEE

- Prepare a written report.
- Have the Chair and The Committee members in agreement with the report. Agreement of the report amongst members will be confirmed with each members’ signature.
- Make report public either at the subsequent Board Meeting and/or at the Annual Membership Meeting, whichever comes first.
- Have the Chair read the report.



- Have the Chair hand the report to the President who will conduct the Annual Membership Meeting.

Reference [See Part 6, Section 2 for SAMPLE COMMITTEE REPORT]

SECTION 7: DISSOLUTION OF COMMITTEE

A Nominating Committee, unlike other special committees that are automatically discharged when their report is made, has not completed its work until balloting for nominees has begun. If a nominee withdraws before the balloting begins, the Nominating Committee shall present another nominee. When an officer resigns after election, this creates a vacancy in office. If this person was president, he/she is considered a past president even though he/she may never have had the opportunity for active service in office. The vacancy is then filled according to the By-Laws.

SECTION 8: DO'S AND DON'TS FOR THE NOMINATING COMMITTEE

DO

- Review By-Laws for number of Officers and Directors needed.
- Review The Nominating Committee's Polices, Manual and Election Guidelines at beginning of meeting.
- Meet as soon as possible so a second or third meeting can be held if needed.
- Review carefully the job descriptions for each open position.
- Study carefully the skills, qualifications, interest and commitment factor of a member before presenting their name as a nominee.
- Check the membership list to be sure the nominee is a "member in good standing."
- Make sure nominee consents to their nomination.
- **REMEMBER, ALL DISCUSSIONS ARE CONFIDENTIAL!**
- Sign The Committee Report, if you agree with it.

DON'T

- Submit a member's name because of friendship. Instead look at skills and qualifications to perform duties specific to the office and their time to commit.
- Nominate someone with the idea of getting him/her involved if there are doubts about their interest or ability to perform the duties of the office.
- Accept the office for title only.



EXTRA POINTERS

- If a nominee withdraws before the election is held, The Committee must meet and presents the name of another candidate.
- When discussing a member of The Committee running for office, ask the member to leave the meeting during the discussion.
- The Committee Chair reads the Slate of Nominees as coming out of Committee for each vacant position to the President.
- The Committee Chair also will read the Nominees not coming out of Committee.
- A motion to elect does not need a second because it is coming from a committee.
- Bring the By-Laws, membership lists, job descriptions, current board membership list, phone book, ballots and pen/pencils to Nominating Committee meetings.
- Meet where there is access to a phone for telephone conference.
- Be very forthright with a potential candidate in discussing the duties of the office to be filled.
- The Committee's work is complete after the elections.

PART 3: CONDUCTING ELECTIONS

Who can Vote?

ONLY "Members in Good Standing" as set forth in the By-Laws in Article II, Section 4(b) which reads as follows: "For purposes of voting at the Annual meeting of Members, a Member shall be considered in Good Standing when all the corresponding eligibility requirements of his/her Membership Class have been satisfied and the applicable dues have been fully paid at least 50 days prior to the date of the Annual Meeting of Members."

The Membership list should be available in order to verify membership, if necessary.

SECTION 1: NON CONTESTED ELECTIONS

- The elections are held pursuant to the By-Laws.
- The President calls upon the Corresponding Secretary or Parliamentarian to read the section of the By-Laws pertaining to nominations and elections.
- Next, the President calls upon the Chair of The Committee to present the report of The Committee.
- The President restates the Slate of the Nominees coming out of The Committee, for each vacant position, and asks each nominee to stand.



- The President restates the nominees not coming out of Committee for each vacant position.
- No additional nominees are made.
- President announces the nominations closed.
- Non-contested elections may be by voice vote.

[See Part 6, Section 3 for Sample of Non Contested Election Script]

SECTION 2: CONTESTED ELECTIONS

- The Corresponding Secretary should have ballot slips available even though the Nominating Committee presents only one name for each office.
- Nominations from the floor will be permitted only when The Committee does not present a nominee for a vacant position pursuant to the By-Laws, Article IV, Section 10(a).
- The President shall then appoint a Tellers' Committee (a chair, plus at least two additional tellers).
- Contested Elections must be by secret ballot pursuant to the By-Laws Article IV, Section 10(b).
- The President rereads the Tellers' report and announces the result of the contested office.

[See Part 6, Section 4 for Sample of Contested Election Script]

SECTION 3: TELLERS' DUTIES

- The Chair selects three or four tellers to work together.
- The Chair counts off the voting members at the meeting.
- Chair reports to the President the number of voting members.
- The Tellers will distribute the ballot slips amongst the voting members.
- The Tellers will collect and count the ballot slips.
- The Chair reads the report to the President and hands over the report.
- The procedure is repeated for each contested office.

[See Part 6, Section 5 for Sample of Tellers' Report]



SECTION 4: ILLEGAL BALLOTS

In any ballot election, all votes cast, including illegal ballots, must be reported. All illegal ballots are taken into account to determine the number of ballots casted to compute a majority.

ILLEGAL BALLOTS ARE

- Two ballots folded together.
- A ballot including the names of too many candidates.
- An unintelligible ballot.

SECTION 5: POINTS TO REMEMBER ABOUT ELECTIONS

- Nominees for office cannot serve as tellers.
- When there are four tellers, two are assigned the responsibility for reading each ballot, one silently and one aloud and the other two record the votes, as they are read, on separate tally sheets.
- When the President is the nominee, s/he may still conduct the election.
- An election is an Order of Business on the Annual Meeting's Agenda and is treated as such by the President.
- The President should thank the Nominating Committee for their work.
- Be sure every nominee is a PRBA member in good standing.
- The elections of officers and directors is a very important order of business. The President should proceed slowly and be sure each member understands the procedure.

PART 4: DUTIES OF OFFICERS AND DIRECTORS

Reference The By-Laws

SECTION 1: DUTIES OF THE PRESIDENT

- The President shall preside at the meetings of the PRBA and of the Board of Directors.
- The President shall perform such other duties as are necessarily incident to the office.
- The President shall be an *ex-officio member* of all Committees.

SECTION 2: DUTIES OF THE PRESIDENT-ELECT

- The President-Elect shall succeed to the Presidency at the expiration of the President's term without any further vote or action by the Membership.



- The President-Elect shall assume all of the rights, powers and obligations of the President for the term of one year.
- The President-Elect shall serve to assist the President and serve as the Chairperson of the Board of Directors of the Puerto Rican Bar Association Scholarship Fund, Inc.

SECTION 3: DUTIES OF THE VICE-PRESIDENT

- The Vice-President shall serve to assist the President.
- In the case of the absence or death of the President or his or her inability or refusal for any cause to act, the Vice-President shall perform the duties of the President.

SECTION 4: DUTIES OF THE CORRESPONDING SECRETARY

- The Corresponding Secretary shall prepare all correspondence.
- The Corresponding Secretary shall inform the membership and the Board of Directors as to the status of all orders, votes and resolutions which call for some action or steps to be taken.
- The Corresponding Secretary is to give any required notice of all meetings.
- The Corresponding Secretary ensures that the PRBA has a mailing address for each member and for each person or organization doing business with the PRBA.
- The Corresponding Secretary shall inform the Board of Directors of all mail received.
- The Corresponding Secretary shall keep the seal of the PRBA.
- The Corresponding Secretary shall undertake such other tasks as may be assigned by the Board.

SECTION 5: DUTIES OF THE RECORDING SECRETARY

- The Recording Secretary shall attend all meetings of the PRBA and of the Board of Directors and keep a record and minutes of its proceedings.
- Copies of the minutes of Board of Directors' meetings shall be distributed to members of the Board of Directors prior to a meeting.
- The Recording Secretary shall also be responsible for maintaining the historical records and material of the PRBA and ensuring its maintenance and safekeeping.
- Subject to the direction of the Board of Directors, the Recording Secretary shall:
 - (I) Maintain a record of the meetings of the Board of Directors and all Committees in one or more books provided for that purpose;
 - (II) Be custodian of the corporate records;



(III) Be the custodian of all the PRBA's social media, website and keep and secure all PRBA passwords needed to access the Association's social media, email and Association's records;

(IV) Be the custodian of the Association's Membership list;

(V) Assure that the seal of the Association is affixed to all documents on behalf of the Association in accordance with the provisions of these Bylaws; and

(VI) Perform other duties incident to the office of Recording Secretary which may be more specifically prescribed in these Bylaws or assigned by the President.

SECTION 6: DUTIES OF THE TREASURER

- The Treasurer shall collect all the PRBA's funds, annual dues, fees, and subscriptions.
- The Treasurer shall secure and keep accounts of all the PRBA's money and/or property received and expended for the use of the PRBA.
- The Treasurer shall make disbursements only upon vouchers approved in writing by a majority of the Board of Directors.
- The Treasurer shall deposit all sums received in a bank approved by the Board of Directors and make a report at the Annual Meeting or when called upon by the President.
- Funds may be withdrawn only upon the signature of the President and Treasurer.
- The Treasurer shall see that all necessary tax returns are timely filed.
- The funds, books, and vouchers in the Treasurer's possession shall at all times be under the supervision of the Board of Directors and subject to its inspection and control.
- At the expiration of his or her term of office, the Treasurer shall deliver over to the successor all books, money, and other property or, in the absence or disability of the Treasurer, the President may appoint a Treasurer *pro temp*.



SECTION 7: DUTIES OF MEMBERS OF THE BOARD OF DIRECTORS

The Board of the Directors shall have the

- general power to control and manage the affairs and property of the PRBA subject to applicable law and in accordance with the purposes and limitations set forth in the Certificate of Incorporation and By-laws.
- power to hold meetings at such time and place as they deem proper.
- power to suspend or expel Members subject to the provisions of Article II, Section 6 herein.
- power to establish committees, to audit bills and authorize the disbursement of the funds of the PRBA.
- power to print and circulate documents and publish articles; to carry on correspondence.
- authority to communicate and work with other bar associations;
- authority to devise and carry into execution such other measures as they may deem proper to promote the purposes and mission of the PRBA.
- Power to protect the interest and welfare of the Members.
- The Board of Directors shall direct the President and Treasurer of the PRBA to present at the Annual Meetings of the Membership and of the Board of Directors a financial report.
- This report shall be filed with the records of the Association and a copy or abstract thereof entered in the minutes of the proceedings of the Annual Meeting of the Membership and of the Board of Directors.

PART 5: NOMINATIONS FROM THE FLOOR

- Nomination from the floor are allowed ONLY if no one has declared an intent to run for a vacant position. [See By-Laws Article IV, Section 10(a)]
- Upon no declaration made to the Nominating Committee of intent to run for a vacant position, a nomination may be made from the floor.
- No second is required for nominations from the floor although a member may second a nomination.
- A member is free to nominate himself/herself for office.
- A member can be nominated for more than one office.
- A member nominated from the floor must accept the nomination.
- A member nominated from the floor must be a Member in Good Standing. [See By-Laws, Article VII, Section 3]
- For Positions of President and/or President-Elect, a member nominated from the floor must comply with requirements set forth in the By-Laws. [See Article VII, Section 3]



PART 6: **RULE OF CONFIDENTIALITY**

RULE OF CONFIDENTIALITY

Confidentiality is the protection of personal information. Confidentiality means not telling others including co-workers, friends, family, etc. information learned through The Committee and from the candidate.

Importance of confidentiality

Confidentiality is important for several reasons. One of the most important elements of confidentiality is that it helps build and develop trust. It potentially allows for the free flow of information between the candidate and The Committee and acknowledges that a candidate's personal and professional life, including all the issues and problems that they may experience, will not be divulged or discussed outside of The Committee.

It is important to keep The Committee's business as just that –The Committee's business. You should only discuss matters relating to the candidate's qualifications with members of The Committee, and then only what needs to be discussed. Discussions should take place in a private setting and not be audible to other members of staff or the public. You should never discuss candidates' qualifications with family or friends.

Respect for all candidates' confidentiality should be a high priority. To ensure confidentiality, only members of The Committee shall have access to the information submitted to The Committee.

Violation of the Rule by a Member

- **Upon violation of the Rule of Confidentiality by a Member of The Committee, said member shall be immediately suspended from all active participation with The Committee until further notice by the Board of Directors.**
- **Notice shall be immediately given to the Board of Directors upon violation of the Rule of Confidentiality by a Member of The Committee.**
- **Within ten (10) days from receipt of notice of a violation of the Rule of Confidentiality, the Board of Directors shall hold a special meeting to make the appropriate findings and determination.**



PART 7: SAMPLE FORMS AND/OR SCRIPTS

SECTION 1: SAMPLE NOMINATION FORM



**PUERTO RICAN BAR ASSOCIATION
NOMINATION FORM**

I, _____, hereby nominate
myself or _____, for the position of
_____.

Candidate's Name: _____

Candidate's Address: _____

Candidate's Office Tel: _____

Candidate Cell #: _____

Email: _____

In 250 words or less please explain your reason for nominating yourself or
your candidate for the position specified. You may attach additional
documents in support of the candidacy:

1

Submitted by: _____

Date Submitted: _____

Office#: _____ Cell#: _____

Email: _____



SECTION 2: SAMPLE COMMITTEE REPORT



THE NOMINATING COMMITTEE REPORT

MADAME PRESENT: THE NOMINATING COMMITTEE OF THE PUERTO RICAN BAR ASSOCIATION SUBMITS THE FOLLOWING NOMINEES:

FOR PRESIDENT-ELECT: _____

FOR TREASURER: _____

FOR CORRESPONDING SECRETARY:

FOR RECORDING SECRETARY:

FOR THE () VACANT BOARD OF DIRECTOR POSITIONS:

RESPECTFULLY SUBMITTED ON ___ DAY OF _____ 20__



SECTION 3: SCRIPT FOR A NON-CONTESTED ELECTION OF OFFICERS OF DIRECTORS

PRESIDENT: “The next order of business is the election of officers/directors. The Corresponding Secretary will read Section 10 of Article IV and Section 3 of Article VII of the By-Laws pertaining to elections.”

Secretary stands and reads the By-Laws.

President: “The Chair of the Nominating Committee will read the report from the Nominating Committee.”

Chair of the Nominating Committee: “Mr./Madam President, the Nominating Committee submits the following nominations:

For President-Elect: _____

For Treasurer: _____

For Corresponding Secretary: _____

For Recording Secretary: _____

For the six (6) Board of Director positions:

(Upon completion, hand the report to the President)

President: Repeats and rereads the reports:

“For President-Elect _____, is nominated by Nominating Committee.

For Treasurer _____, is nominated by Nominating Committee

For Corresponding Secretary _____, is nominated by Nominating Committee.

For Recording Secretary, _____, is nominated by Nominating Committee.

President, repeats and reads the reports for the Directors.

Presidents, I declare the nominations closed and these elected.

All those in favor say Aye, those opposed say No. The Ayes have it and these members are elected.”



SECTION 4: SCRIPT FOR A CONTESTED ELECTION OF OFFICERS OR DIRECTORS

PRESIDENT: “The next order of business is the election of officer/directors. The Corresponding Secretary will read Section 10 of Article IV and Section 3 of Article VII of the By-Laws pertaining to elections.”

Secretary stands and reads the By-Laws.

President: “The Chair of the Nominating Committee will read the report from the Nominating Committee.”

Chair of the Nominating Committee: “Mr./Madam President, the Nominating Committee does not have a nominee to submit for the following vacant positions:

For Corresponding Secretary: _____

For the two (2) Board of Director positions:

(Upon completion, hand the report to the President)

President: “Nominations are now open from the floor for the position of Corresponding Secretary.”

Member1: “ Mr./Madam President, I nominate _____ for position of Corresponding Secretary.”

President: “ _____, is nominated for Corresponding Secretary. Are there any further nominations for office of Corresponding Secretary?”

Member2: “Mr./Madam President, I nominate _____ for position of Corresponding Secretary.”

President: “ _____, is nominated for Corresponding secretary. Are there any further nominations for office of Corresponding Secretary? Hearing none, the nominations are declared closed.”

Presidents appoints the Chair of the Tellers’ Committee. Will _____ please serve as Chair?

The Chair selects three or four tellers to work together.

The Chair counts off the voting members at the meeting.

Chair reports to President number of voting members.

Chair: “Mr./Madam President there are ___ voting members present.”



President: “ There are ____ voting members presents. Will the tellers please distribute the ballots to the counted voting members only.

The Tellers will hand out a ballot to the counted members.

President: “The names of the candidates for the position of Corresponding Secretary are _____and _____. Using the ballots provided, write your choice for election, then fold your ballot once.

Allow two or three mintues for woting then announce.

President: “Have all voted who wish to vote? Will the tellers please collect the callots. The tellers will now count the votes.”

Note: Tellers often leave the room. President may proceed with other business of the Association until tellers are ready to report

Upon return of tellers or tellers ready to report.

President: Are the Tellers ready to report?”

Chair reads the report

Upon completion of report

President: “ _____having received a majority of the votes cast, is elected Corresponding Secretary.

The President reports who was elected.

Note: All ballots and tally sheets are sealed and given to the Corresponding Secretary to preserve until after the next meeting when it is reasonable to believe there will be no call for a recount, or the Chair states the ballots be destroyed.

The teller’s report is entered into the minutes and becomes a part of the official record of the organization.

Note: Under no circumstances sould the totals be omitted in an election, or a vote on a critical issue, out of deference to the feelings of unsuccessful andidates or the memebbers of a losing side.



SECTION 5: SAMPLE TELLER'S COMMITTEE REPORT



CHAIR OF TELLERS: "The Teller's Committee reports the follows:

_____ Number of votes cast.

_____ Number of illegal votes cast.

_____ Number of votes necessary for election.

Candidate _____ received _____ votes.

Candidate _____ received _____ votes.

Respectfully submitted on _____ day of _____, 20__

Chair

