

# **KOTESOL Gwangju-Jeonnam Chapter Election Policies and Procedures**

## **I. Election Policies**

The election policies for the Gwangju-Jeonnam Chapter of KOTESOL are set out in Article V of the Chapter Bylaws and shall be followed in all Chapter elections.

## **II. Election Procedures**

As prescribed in the Gwangju-Jeonnam Chapter Bylaws, the following procedures shall be adhered to for implementation of the Chapter Election Policies.

### **A. Pre-election Procedures**

- 1. The Chapter President shall appoint an Elections Officer to supervise Chapter elections and shall appoint assistants as needed to assist the Elections Officer**
- 2. The election process shall begin at least one month prior the election.**
- 3. Elective positions shall include Chapter President, Vice-President, and Treasurer.**
- 4. Only current (i.e., annual membership dues paid) members of Gwangju-Jeonnam Chapter are eligible to nominate and vote for candidates.**
- 5. Current members of Gwangju-Jeonnam Chapter may nominate only one different candidate for each elective office, including themselves. This may be done at a chapter meeting that includes a nomination procedure, or by postal mail, or by email to the Elections Officer in a prescribed manner.**
- 6: Candidates for President must be current members in KOTESOL and have been a member of the Gwangju-Jeonnam Chapter for at least six continuous months immediately prior to nomination, and have been an officer in a chapter of KOTESOL or of National KOTESOL for at least six continuous months immediately prior to nomination**
- 7. In the event that no candidate for President comes forward when nominations are called for prior to the election, the pre-election Chapter Council elective officers shall select a suitable individual to fill the position from the Chapter membership to be confirmed by a simple majority vote at a regularly scheduled meeting.**
- 8. Candidates for Vice-President and Treasurer must have been members of Gwangju-Jeonnam Chapter for at least three continuous months prior to nomination.**
- 9. Nominated candidates shall be given the opportunity to briefly describe their suitability for the positions to which they have been nominated in a written personal statement. These statements should be forwarded to the Elections**

Officer to be made available to members on the election day.

10. Candidates can be nominated at the Chapter meeting prior to elections, by email, or in writing, and all nominations must be submitted to the Elections Officer at least one week prior to the election.
11. Appointive positions and appointments to such positions shall be decided in all respects by the Chapter president after consultation with the Chapter Council.
12. No eligible Chapter member may be nominated for more than one elective position on the ballot.
13. Individuals nominated for positions shall be required to receive endorsements by at least two Chapter members in a manner prescribed by the Elections Officer.
14. Elections procedures shall be explained by the Elections Officer at the Chapter meeting prior to the election, posted on the Chapter website, and/or made available in an emailing to the membership.

#### **B. Election Day Procedures**

15. There shall be no election campaigning on the day of the election by a candidate or an associate to an assembly (i.e., more than two eligible voters) at the election venue or within one kilometer of that venue.
16. A candidate or an associate shall not distribute any campaign materials, such as leaflets, nor display posters at the election venue or within one kilometer of that venue.
17. The Elections Officer, upon seeing or hearing of a violation of the restrictions in Clauses 15 and 16 above, shall have the authority to speak to the suspected violator(s), to provide one warning to cease and desist, or to decide that a candidate's activity has resulted in immediate disqualification for the position that the candidate is seeking. The Election Officer's decision is final and cannot be appealed at a later time.
18. Voting shall be conducted by the Elections Officer according to the following procedure:
  - a) In the event that there is only one candidate for an elective position, voting for that position shall be by voice vote, unless voting by a show of hands or by ballot is called for by the Elections Officer. Such a call may be made to the Elections Officer by an eligible voter.
  - b) When two or more candidates are vying for the same elective position, voting for that position shall be by a show of hands, unless voting by ballot is called for by the Elections Officer. Such a call may be made to the Elections Officer by an eligible voter.
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  - a) In the case of a voice vote, the Elections Officer shall determine the outcome of the vote.
  - b) In the case of voting by a show of hands, the Elections Officer, aided by one or two assistants, if required, shall count the votes. The announced result by the Elections Officer is final.

- c) In the case of voting by ballot, the Elections Officer, aided by one or two assistants, if required, shall count the votes. One 'representative' for any candidate may witness the counting of ballots, provided they do not verbally or physically interfere with the counting process. The result of the vote announced by the Elections Officer is final.
- 20. A candidate for an office must receive a minimum of 5 votes in order to be elected.
- 21. When there are more than two candidates for an elective office, the successful candidate shall be determined by a plurality vote, not a majority vote.
- 22. When two or more candidates for an elective office are tied with the highest number of ballot votes or hand votes, an additional vote for the tied candidates only shall be taken.

### **C. Post-Election Procedures and Issues**

- 23. Complaints may be lodged with the Elections Officer up to a week before the first chapter meeting immediately following the election. They must be in writing, and indicate who has lodged the complaint as well as the nature of the complaint.
- 24. Upon receiving a complaint in an appropriate manner from a Chapter member, the Elections Officer will discuss the complaint with the Chapter President, making recommendations where appropriate. However, the final decision will be made by the Chapter President, in consultation with the Chapter Council.
- 25. In the event of an elected officer's resignation or departure from the Chapter before the end of that officer's term of office, the Chapter President, after consultation with the Chapter Council, may choose to appoint a qualified person to fulfill the remaining period of elective office, or may choose to hold an election at a monthly meeting. If the latter method is selected, the Chapter membership must be notified beforehand via the Chapter website and/or email. Furthermore, the Chapter President must inform members who is eligible to vote and under what conditions (e.g., by current members attending the Chapter meeting).

After final decisions have been reached regarding these election procedures, an electronic and/or print copy shall be made available to the National Council.

Approved July 10, 2010, by vote of Gwangju-Jeonnam Chapter members.